Continuing Education

Spring 1996

University of Massachusetts Boston

Bulletin

Growing season

begins February 5

Evening classes in Boston (Copley Square) and Braintree

Saturday classes at UMass Boston's Harbor Campus

Professional development opportunities

For more information, call 617 287-7900

In this publication, beginning on page 6, you will find descriptions of UMass Boston credit courses offered by the University's Division of Continuing Education during the evening at several Boston-area sites, and on Saturdays at the University's Harbor Campus. Schedule information accompanies each course description, and also appears on pages 12-13; registration procedures are outlined on pages 22 and 23. **The registration form for off-campus and Saturday courses is on page 23 (inside back cover).** Please note that this schedule and registration information applies only to UMass Boston Continuing Education credit courses. The Division also offers a variety of non-credit professional training programs; to find schedules and registration procedures for these programs, see pages 15-19. For a more detailed guide to the contents of this publication, please see the table to the right.

When

Important dates

Registration begins*	November 27 (M)
Registration deadline	January 26 (F)
Off-campus classes begin	Week of February 5
Saturday classes begin	February 10 (S)
Add/drop and late registration deadline	February 24 (S)
Off-campus classes end	Week of May 20
Saturday classes end	May 18 (S)

*See page 22 for registration information.

Where

Sites (Credit courses will be offered at the following locations.)

UMass Boston, Harbor Campus

Copley Square, Boston
Snowden International School

Braintree
Braintree High School

Hanover (Occupational Education Courses Only)
South Shore Regional Vocational Technical High School

Wakefield (Occupational Education Courses Only)
Northeast Metropolitan Regional Vocational High School

Worcester (Occupational Education Courses Only)
Worcester Technical Institute

For directions to these sites, see page 23.

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Summer 1996 Volume 16, Number 4
The University of Massachusetts Boston Bulletin (U.S.P.S. 566-090) is published quarterly by the University of Massachusetts Boston, 100 Morrissey Blvd., Boston, Massachusetts 02125-3393. Second-Class Postage Paid at Boston, MA 02109. Postmaster: Send address changes to: The University of Massachusetts Boston, 100 Morrissey Blvd., Boston, Massachusetts 02125-3393.

There's no better place to grow than UMass Boston, and no better time than spring. While you watch the crocuses sprout up and the leaves unfold, we can help you bring a garden full of new ideas, skills, and career possibilities into triumphant bloom.

If you're interested in undergraduate credit courses, we have lots to choose from, whether you're working toward a degree, testing the water, or simply eager to find out something new. The Division of Continuing Education offers courses on weekday evenings at off-campus sites in Copley Square, Boston; Braintree; Hanover (Occupational Education only); Wakefield (Occupational Education only); and Worcester (Occupational Education only). In addition, we offer Saturday courses at UMass Boston's Harbor Campus, which is easily accessible by car or subway and offers beautiful views of downtown Boston and Boston Harbor.

If you're looking for something that can help you nurture a growing career, check out our professional training programs (pp. 15 -19). Our offerings range from substance abuse treatment to advanced ESL. All programs are taught by experienced professionals, and most classes meet evenings or weekends.

So if you're ready to get growing, spend the season with us. The table of contents on the preceding page will get you started. We'll see you out in the garden, digging something new.

Opportunities for Adults

As greater Boston's only public university, UMass Boston provides opportunities for all persons seeking access to first-rate higher education in the community it serves. The University is particularly committed to adults beyond traditional college age who have daytime responsibilities at work and at home. To serve these adults, the University offers evening off-campus, Saturday, winter, and summer courses through its Division of Continuing Education, and late afternoon and evening "extended day" courses at its Harbor Campus. Many UMass Boston courses are open both to matriculated (degree-seeking) students and to non-matriculated (non-degree-seeking) students. All UMass Boston students are free to combine day, evening, off-campus, Saturday, and summer courses to suit their individual needs.

Off-Campus and Saturday Courses

Introductory and intermediate-level credit courses in many disciplines are offered by the Division of Continuing Education on weekday evenings and Saturdays. These courses are particularly suited to the needs of the adult who wishes to begin or return to college study. The Division also schedules courses specifically for vocational educators.

Extended Day Schedule

During the academic year, the University offers a wide variety of undergraduate and graduate courses on the Harbor Campus from 4:00 to 10:00pm. These "extended day" courses are particularly suited to the needs of persons who are seeking UMass Boston degrees. Students can complete a number of undergraduate majors and graduate programs by taking courses entirely within the Extended Day schedule. Other students enroll in these courses for professional advancement or personal enrichment, or simply to experience University life before applying for admission.

Summer Courses

Each summer, the Division of Continuing Education offers hundreds of day and evening courses at the University's Harbor Campus. Summer session courses provide an opportunity for matriculated students to accelerate their progress, and for both matriculated and non-matriculated students to take courses that are unavailable to them or do not fit their schedules during the regular academic year.

Winter Session Courses

Each January, the Division of Continuing Education offers a selection of courses at the University's Harbor Campus. Like the summer session, the winter session offers matriculated and non-matriculated students many courses of special interest, and provides an opportunity for matriculated students to accelerate their progress.

Other Credit Programs

The Division also co-sponsors credit courses in marine studies (in cooperation with the Massachusetts Bay Marine Studies Consortium), in library and information studies (in cooperation with the University of Rhode Island), and in the study of women in politics and government (in cooperation with UMass Boston's American Civilization Program and McCormack Institute of Public Affairs).

Professional Training Programs

The Division of Continuing Education conducts many programs—including courses, workshops, and seminars, both on and off campus —to serve various business and professional groups, persons seeking instruction in specialized fields, and those who simply wish to explore new areas of interest. Many of these programs stem from the Division's cooperation with groups and institutions in the greater Boston community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars.

Further Information

For information about off-campus and Saturday courses, summer and winter courses, and professional training programs, please call the Division of Continuing Education at 287-7900 or E-mail to dce@umbsky.cc.umb.edu. For information about extended day courses, call the Admissions Information Service at 287-6000. The Continuing Education office is located on the second floor of Wheatley Hall, room 203.

For further information about UMass Boston admission requirements for adult students, or for general information about admissions, call UMass Boston's Admissions Information Service at 617 287-6000.

The Division welcomes proposals or suggestions about additional activities it might sponsor. Please contact A. Collins Jenko, Associate Director, Division of Continuing Education, at 617 287-7900, or E-mail to jenko@umbsky.cc.umb.edu.

Please Note

The University of Massachusetts Boston is accredited by the New England Association of Schools and Colleges, which accredits schools and colleges in the six New England states. Membership in the Association indicates that the institution has been carefully evaluated and found to meet standards agreed upon by qualified educators. The University of Massachusetts Boston is a member of the North American Association of Summer Sessions and the National University Continuing Education Association. The University is also a member of the Council of Graduate Schools in the United States and the Northeastern Association of Graduate Schools.

The University of Massachusetts Boston is an affirmative action, equal opportunity employer and prohibits discrimination because of race, color, sex, age, religion, national origin, sexual orientation, disability, or veteran status in employment, in the recruitment, admission, and treatment of students, and in its policies and procedures as required by federal and state laws and regulations. Any inquiries regarding Title IX of the Educational Amendments of 1972 and/or Section 504 of the Rehabilitation Act of 1973 may be directed to the Director of Affirmative Action, University of Massachusetts Boston, 100 Morrissey Blvd., Boston, MA, 02125, 617 287-5500. Inquiries regarding the application of the nondiscrimination policy may also be directed to the Regional Director or the Assistant Secretary for Civil Rights, U.S. Department of Education.

The information in this publication is provided solely for the convenience of the reader, and the University of Massachusetts Boston expressly disclaims any liability which may otherwise be incurred. While every effort has been made to ensure the accuracy of the information in this publication, the University reserves the right to make changes at any time with respect to course offerings, degree requirements, services provided, or any other subject addressed in this publication.

This bulletin is produced and distributed at no cost to the Commonwealth of Massachusetts

Important Services

The Continuing Education Office

The Division of Continuing Education is responsible for the planning and supervision of the off-campus and Saturday program. The Continuing Education Office (Wheatley Hall, 2nd floor, room 203) is open throughout the semester to distribute information and resolve problems. Regular weekday hours are: Monday through Thursday, 8:30am-6:00pm; Friday, 9:00am-4:00pm. Saturday hours are as follows: through December 23, 8:00am-12:00noon; December 30-February 3, closed; February 10-24, 8:00am-5:00pm; March 2-May 18, 8:00am-3:00pm. To contact the Continuing Education Office, call 617 287-7900 or E-mail to dce@umbsky.cc.umb.edu.

Bookstore

Books for all credit courses offered on or off campus may be purchased at the UMass Boston bookstore. The bookstore is located in the Robert H. Quinn Administration Building at UMass Boston's Harbor Campus. The bookstore is open Monday and Tuesday, 8:30am-7:00pm; Wednesday and Thursday, 8:30am-6:00pm; Friday, 8:30am-5:00pm. At the beginning of the semester, the bookstore will be open Saturday, February 3 and Saturday, February 10, 10:30am-2:30pm, and Saturday, February 17, 10:30am-2:00pm. For further information, call 617 287-5090.

ID Cards

All on-campus students are required to carry ID cards. Cards may be obtained at the Harbor Campus through the Student Life Office (Wheatley Hall, 4th floor, room 178), Monday through Thursday, 9:30am-12:00pm and 1:00pm-6:00pm. The office will be open Fridays 9:30am-12:00pm and 1:00pm-5:00pm through the month of February, and from 10:00am-2:00pm on Saturday, Feb. 10 and Saturday, Feb. 17. The charge is $5 (cash or money order; no personal checks). Students must present a valid driver's license, passport, or other official form of photo identification when requesting ID cards. Those students who do not possess a valid form of photo identification can call the ID office at 617 287-7957 to get a list of acceptable alternate forms of identification.

Note: Students taking off-campus and Saturday courses receive a special ID card. This card permits the holder to use the facilities of the Healey Library at the Harbor Campus, but it does not provide access to the University's athletic facilities, health services, or fee-supported student activities.

Library

The Healey Library's regular hours are as follows: Monday through Thursday, 8:00am-10:00pm; Friday, 8:00am-6:00pm; Saturday 9:00am-5:00pm; Sunday, 1:00-8:00pm. These hours may vary during holidays, intersessions, and vacations; for current hours, please call 617 287-5903. For further library information, call 617 287-5902.

Cafeteria

Full breakfast and lunch service will be available for Saturday students at the Wheatley Cafeteria (3rd floor, Wheatley Hall).

Eligibility for Enrollment

UMass Boston undergraduate credit courses are open to: 1) students who may be considering matriculation into a degree program at UMass Boston or elsewhere; 2) students matriculated at other institutions who will use UMass Boston credits to meet degree requirements at their home institutions; and 3) matriculated UMass Boston students. Anyone who has graduated from high school or who has earned a high school equivalency certificate is invited to begin or continue taking courses at UMass Boston. Please see the regulations below governing academic retention standards for matriculated and non-matriculated students.

The University assumes that students registering for undergraduate courses will accurately assess their own ability to do college work. Students should be aware, however, that they are responsible for meeting prerequisites for certain courses.

If a student's ultimate goal is to obtain a UMass Boston degree, it is to the student's advantage to apply for formal admission (matriculation) as early as possible. Most part-time students matriculate after having completed their first two or three courses; when they do matriculate, they can choose to attend full-time or to continue part-time. Matriculated students are assured that their degree requirements will not be affected by subsequent changes in the University's curriculum; consequently they find it easier to plan schedules including courses that meet their individual needs. Matriculated students may also change from one degree program to another, and may proceed toward the degree at their own pace. All UMass Boston credit courses, during the fall, winter, spring, or summer semesters, whether on- or off-campus, day or evening, are equivalent in content and method of instruction.

Specific College of Arts and Sciences Requirements

Many courses described in this publication fulfill College of Arts and Sciences (CAS) distribution requirements, as indicated by a note following the course description that refers to the "Distribution Area" to which the course belongs. Those whose numbers are preceded by "C" are distribution courses which also meet the College's core requirement. Although they are open to non-matriculated students, all of the "distribution courses" meet specific requirements for CAS matriculated students. To be sure of taking distribution courses that will meet their degree requirements, all CAS matriculated students should, before registering, pick up advising materials concerning distribution requirements from the University Advising Center (M/3/625; 617 287-5500).

Materials concerning the CAS writing proficiency requirement are available from the Core Curriculum Office (M/4/603; 617 287-6330).

Courses that meet the CAS diversity requirement are identified in a note following the course description. For more information on the diversity requirement, contact the Center for the Improvement of Teaching (W/5/007; 617 287-6767).

Withdrawing from Courses

Any student withdrawing from a course after the third class meeting will receive a grade of "W" for that course. Forms are available at the Continuing Education Registration Center at the Harbor Campus (Wheatley Hall, second floor, room 211). A student withdrawing from a course does not receive a refund. Failure to submit a withdrawal form by the withdrawal period deadline (see Academic Calendar) will result in a grade of "F". Non-attendance does not constitute withdrawal.

Pass/Fail Option

Most Continuing Education courses may be taken on a pass/fail basis. It is the student's responsibility to decide whether doing so is appropriate for a particular course. When a student earns a Pass (P) grade, credits for the course count as graduation credits, but the grade has no bearing on the student's cumulative average. A Fail (F) grade affects the student's cumulative average as a regular "F" would.

The pass/fail option is limited to one course per semester and one course per summer. UMass Boston students may use the pass/fail option for a maximum of eight courses during their undergraduate careers. Graduate students may not take courses on a pass/fail basis. A course exceeding five credits cannot be taken pass/fail.

A student wishing to take a course on a pass/fail basis must fill out a pass/fail form, available at the Continuing Education Registration Center (Wheatley Hall, second floor, room 211). Students are advised to retain their copy of the pass/fail form.

Any student submitting two pass/fail forms in one semester will not be allowed to take either course on a pass/fail basis. A pass/fail form, once submitted, cannot be withdrawn after the pass/fail deadline (see Academic Calendar).

Before exercising the pass/fail option, students from other institutions should consult an advisor or check their institutional or departmental requirements concerning transfer credit.

Auditing

The auditing of certain courses may be possible with the permission of the instructor. The auditing fee is the same as the course fee. Permission to audit a course will be granted by the instructor on a space-available basis. Instructor approval may be obtained only during the first class session. A completed audit application must accompany a student's registration form; in such cases, the late registration fee will be waived. Students may not change their registration from credit to audit or from audit to credit. Inquiries concerning the auditing of courses should be directed to the Division of Continuing Education Office, 617 287-7900.

Advising

Academic advising is available during the day or evening, by appointment, at the Continuing Education Office. For more information, call Ed Zaleskas at 617 287-7900.

Academic Standing

Matriculated Students

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A matriculated student who has been dismissed or suspended, or who is on academic probation, may not register for Continuing Education courses, and may not enroll as a non-matriculated student. For more complete information regarding retention, please refer to the "Academic Regulations" section of the UMass Boston undergraduate catalog.

Non-Matriculated Students

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All non-matriculated students are subject to the following minimum retention standards:

Total UMass Boston credits	Minimum cumulative average
1-11	1.75
12 and above	2.00

A non-matriculated student who does not meet these retention standards shall be dismissed from the University. All appeals for reinstatement should be directed to the Faculty Council Committee on Standards and Credit. The materials required for such an appeal are 1) a typed letter of appeal stating a) the reasons leading to the academic standing; b) the student's academic goals; and 2) transcripts from other schools attended. A letter of recommendation from a UMass Boston faculty member is optional. These materials should be submitted to: Faculty Council Committee on Standards and Credit, Registrar's Office, University of Massachusetts Boston, 100 Morrissey Blvd., Boston, MA 02125-3393. The deadlines for submitting reinstatement appeals are June 1 for summer or fall registration and November 1 for spring registration.

Transfer Credit

Students from institutions other than UMass Boston (including other institutions in the University of Massachusetts system) who wish to transfer credits earned in Continuing Education courses should contact their college or university concerning specific transfer requirements.

UMass Boston credits are treated as transfer credits at UMass Amherst. Students must earn a grade of "C-" or better to transfer the course. Letter grades earned at UMass Boston will not be used in grade point average calculations and the credit will not be counted as residence credit.

Most institutions require a student to obtain authorization in advance for each Continuing Education course in which the student wishes to enroll for transfer credit. Students are reminded that refunds will not be granted to students who withdraw from courses after the add/drop deadline.

Transcripts

All students who wish transcripts sent to other schools must complete transcript request forms in the Registrar's Office (1st floor, Quinn Administration Building).

Emergency Cancellations of Classes

When classes and activities held at the Harbor Campus are canceled because of snow or other emergencies, the University will announce cancellations beginning at 6:00am on radio stations WBZ-AM (1030), WBUR-FM (90.9), WEZE-AM (1260), WUMB-FM (91.9), and WZLX-FM (100.7). WBZ-TV (Channel 4), WCVB-TV (Channel 5), and WHDH-TV (Channel 7) will also carry cancellation announcements 6:00-7:00am, Monday through Saturday. Decisions about cancellations at off-campus sites are made by the local facility, not by the University. Students taking classes at off-campus sites should listen for radio announcements concerning closing of those locations. The University's main line, 287-5000, will also carry announcements of cancellations or a University closing (Harbor Campus only).

Off-Campus and Saturday Undergraduate Courses

Introductory and intermediate-level credit courses in many disciplines are offered by the Division of Continuing Education on weekday evenings at off-campus sites in Braintree and Copley Square, Boston, and on Saturdays at UMass Boston's Harbor Campus. These courses are an integral part of UMass Boston's undergraduate curriculum, identical in content, credit, and academic standards to those offered in the University's weekday classes, with instructors provided by the University's academic departments.

The Division of Continuing Education welcomes proposals from groups and institutions with educational needs that may be met by UMass Boston credit offerings. For information about how Continuing Education might help your group, please contact Malisa Roberts at 617 287-7290.

A Note About Course Schedules

Each of the following course descriptions is accompanied by information about the location(s) and time(s) at which the course will be offered, as well as the number of credits to be earned in the course and the course's schedule number. Schedule information about Continuing Education courses is also organized according to course locations (see pages 12 and 13).

A Note About Room Locations for Courses at the Harbor Campus

Room locations for Saturday courses at the Harbor Campus will be included with the confirmation of registration that is sent to each student. Additional information will be available the first day of classes at the Information Desk in the lobby of Wheatley Hall.

Accounting and Finance

AF 201
Personal Finance
●
Introduces students to planning and managing personal and family finances. Topics covered include insurance and estate planning, relationships with banks, issues in home ownership and real estate, the fundamentals of investing in stocks and bonds, tax planning, leasing as compared with buying automobiles, and financing college education. This course cannot be counted toward finance or accounting concentrations in the College of Management.

Copley
Tu 6:00-8:30pm, 3 Credits
Sched No 319806

AF 210
Financial Accounting
●
Presents the theory and techniques of financial accounting. The course encompasses the basic functions of collecting, processing, and reporting accounting information for interested third parties (e.g., owners, investors, and government) and enables students to analyze, interpret, and use accounting information effectively.
Prerequisite: 30 credits.

Copley
W 6:00-8:30pm, 3 Credits
Sched No 320007

AF 211
Managerial Accounting
●
Presents the theory and techniques of managerial accounting, from the particular perspective of the manager. The course covers the identification and analysis of the behavior of costs within the organization, and illustrates how managers use such knowledge for planning and control. Major topics include responsibility accounting, comprehensive and cash budgeting, and standard job order and process cost systems.
Prerequisite: AF 210.

Copley
M 6:00-8:30pm, 3 Credits
Sched No 320209

American Studies

AmSt 101
Popular Culture in America
●
This course introduces students to the varieties of popular culture in America, including popular literature, live entertainment, radio, movies, and television. In-depth case studies of such particular forms of popular culture as humor and music are included. In class viewing and listening accompany case studies.
Distribution Area: Historical and Cultural Studies.

Braintree
W 6:30-9:00pm, 3 Credits
Sched No 320603

AmSt C206
The Sixties
●
The course focuses on protest and the role of youth. Who protested and why? Was the phenomenon of the sixties an aberration or part of a larger radical tradition in America? What was the impact on the seventies? Readings are drawn from the works of participants in the student, black, feminist, and peace protest movements, from the intellectuals who defended and attacked them, and from the growing body of retrospective, analytic, and historical literature which attempts to explain what really happened in that tumultuous decade. Films are shown when appropriate.
Distribution Area: Historical and Cultural Studies.

Harbor
S 11:30am-2:00pm, 3 Credits
Sched No 320401

AmSt 210
American Dreams/American Realities: Men and Women in Society and Culture 1600-1860
●
Documents, diaries, letters, essays, fiction, and art, along with secondary historical and anthropological sources, are used to compare the dreams and realities of men's and women's lives in America from the first contact between European explorers and native Americans up through the Age of Reform (1830-60). Topics include visions of landscape and nature; contrasting cultures of Indians and Anglo-Americans; family and "women's place"; slavery; working class organization; and women's rights.
Distribution Area: Historical and Cultural Studies.
Diversity Area: United States

Copley
Tu 6:00-8:30pm, 3 Credits
Sched No 320805

AmSt 215
America on Film
●
This course focuses on the flowering of American cinema through decades of social, political, and cultural change. It examines both classic representations of "The American Experience" and films which challenge such classic representations. The relations between film and other arts, and between film, history, and ideology, are an ongoing concern.
Distribution Area: Historical and Cultural Studies.

Harbor
S 8:30-11:00am, 3 Credits
Sched No 321002

Anthropology

Anth C100
Culture and Human Behavior
●
Our own daily behavior is often taken for granted as rational or logical, while the behavior of other groups is often seen as "strange" and incomprehensible. Looked at closely, however, the apparently strange behavior of others may become more understandable, while our own behavior may seem less rational and less ordinary. Focusing comparatively on contemporary America and non-Western societies, this course examines selected human activities, such as eating, play and sport, and making a living. The aim is to learn how the concepts and methods of sociocultural anthropology, as one of the social and behavioral sciences, help us understand human behavior, both our own and that of people in other times and places.
Distribution Area: Historical and Cultural Studies.
Diversity Area: International.

Braintree
Tu 6:30-9:00pm, 3 Credits
Sched No 321800

Anth 102
Introduction to Archaeology and Biological Anthropology
●
The study of the biological and cultural heritage of humans. Topics include primate and human evolution, evolution of prehistoric cultures, and human adaptation and variation.
Distribution Area: Natural Sciences.

Harbor
S 11:30am-2:00pm, 3 Credits
Sched No 322007

Art

Art C100
The Language of Art
●
The course teaches students to begin to understand the processes of artistic creation. It enables the student to grasp the expressive content of works of art in a wide variety of media and to analyze how the artist creates his/her effect. It is not an historical survey. Through lectures, discussions, field trips, and museum visits, the student studies paintings, sculptures, and buildings; examples are chosen as often as possible from the Boston area. The course addresses such concepts as hierarchies, elements of composition, rhythm, symmetry, space, and the possibilities of differing interpretations of subject matter. It offers a solid introduction to the arts by developing the student's ability to see and analyze forms as the result of aesthetic and interpretive decisions.
Distribution Area: The Arts.

Harbor
S 2:30-5:00pm, 3 Credits
Sched No 322209

Art 201
Ancient and Medieval Art
●
The course offers an historical survey of art and architecture of the ancient world, giving particular emphasis to Egyptian, Greek, and Roman cultures. Students are also introduced to the arts in Medieval Europe, with a special focus on the Romanesque and Gothic styles.
Distribution Area: The Arts.

Harbor
S 11:30am-2:00pm, 3 Credits
Sched No 322401

Biology

Biol 108
Introduction to Nutrition
●
Introduction to the elements of nutrition with emphasis on nutrition for humans; examination of foodstuffs and nutritional quality, physiology of food utilization, food quality regulations, and the global ecology of food production. No background in the natural sciences is required.
Distribution Area: Natural Sciences.

Copley
Th 6:00-8:30pm, 3 Credits
Sched No 322603

Harbor
S 2:30-5:00pm, 3 Credits
Sched No 322658

Biol 111
General Biology I
●
An integrated course stressing the principles of biology. Life processes are examined primarily at the molecular and cellular levels. Intended for students majoring in biology or for non-majors who wish to take advanced biology courses.
Distribution Area: Natural Sciences.

Braintree
TuTh 6:00-9:00pm, 4 Credits, Lab fee: $40
Sched No 322850

Chemistry

Chem 108
Introduction to Chemistry II
●
A brief survey of organic and biological chemistry. Topics include structure, nomenclature, and the nature of organic compounds. Emphasis is on preparation for biological applications. Carbohydrates, lipids, proteins, and nucleic acids are introduced. The structures and metabolism of important biochemical molecules are considered. This course is intended for students of nursing. (Course offered in the spring only.)
Distribution Area: Natural Sciences.

Braintree
MW 6:00-9:00pm, 4 Credits, Lab fee: $65.
Sched No 323057

Extended Saturday Hours • • • • • • • • **Saturday classes at the Harbor Campus now run from 8:30am to 5:00pm. For a quick look at schedules for Harbor courses, see page 13.**

Economics

Econ 101
Introduction to Microeconomics
●
A broad introductory survey in which special attention is given to the role of economic principles in analyzing and understanding current economic problems. Emphasis is placed on the functioning of markets and on examining the behavior of individual economic units such as the business firm and the consumer (microeconomics). Other areas of emphasis vary from section to section and may include industrial organization, income distribution, international trade, economics of the environment, and other topics.
Prerequisite: Math 110 or equivalent.
Distribution Area: Social and Behavioral Sciences.

Harbor
S 11:30am-2:00pm, 3 Credits
Sched No 323259

Econ 102
Introduction to Macroeconomics
●
A broad introductory survey in which special attention is given to the role of economic principles in analyzing and understanding current economic problems. Emphasis is placed on examining the overall functioning of the economy and on dealing with such matters as unemployment, inflation, and recession. Other areas of emphasis vary from section to section and may include economics of government spending and taxation, economic development, alternative economic systems, and other topics.
Prerequisite: Math 110 or equivalent.
Note: Econ 101 is not a prerequisite for Econ 102.
Distribution Area: Social and Behavioral Sciences.

Copley
M 6:00-8:30pm, 3 Credits
Sched No 323451

English

Note: Students whose first language is not English and who have not previously completed a UMass Boston English or ESL credit course must take a writing placement test before registering for any English or ESL course. For further information, see page 13 ("Diagnostic Testing").

Engl 101
Freshman English I
●
Small class instruction and practice in grammar, rhetoric, and the articulation of logical thought. Practice in writing for college courses on various kinds of topics, many from experience and observation, chosen to develop the student's confidence and ability. Readings and materials vary from section to section, but all sections require a minimum of eight 600-word papers.
Note: This course satisfies the first half of the College's freshman writing requirement.

Copley
TuTh 6:00-7:15pm, 3 Credits
Sched No 329451

Harbor
S 2:30-5:00pm, 3 Credits
Sched No 329502

Engl 102
Freshman English II
●
Continuation of Engl 101, with emphasis on topics and writing assignments of the kinds encountered in many types of college courses. Readings and materials vary from section to section, but all sections require a minimum of seven papers, including a longer research paper.
Note: This course satisfies the second half of the College's freshman writing requirement.

Braintree
MW 6:30-7:45pm, 3 Credits
Sched No 329704

Copley
TuTh 6:00-7:15pm, 3 Credits
Sched No 329759

Harbor
S 8:30-11:00am, 3 Credits
Sched No 329800

Engl 106
Oral Communication
●
The course focuses on improvement of interpersonal, small group, and public communications skills. Through readings, journals, class discussions and activities, we explore the following: self-concept and perception, listening and responding, language and non-verbal behaviors, interviewing, problem-solving and decision-making, formal elements of speechmaking, the evaluation of one's own and others' public messages.

Braintree
Tu 6:30-9:00pm, 3 Credits
Sched No 330001

Harbor
S 11:30am-2:00pm, 3 Credits
Sched No 330056

Engl 200
Practical Criticism
●
Concentrated study of a few literary texts and of fundamental critical approaches to them. Although some attention is given to theoretical matters, the emphasis primarily is on the reading of fiction, poetry, and drama (works selected from various historical periods), and on providing the student with the specific techniques and vocabulary necessary for talking and writing effectively about literature.
Distribution Area: The Arts.

Harbor
S 11:30am-2:00pm, 3 Credits
Sched No 330450

Engl 201
Five Major British Writers
●
Representative works by five of the most important writers from the fourteenth to the nineteenth century, studied as introductions to philosophical and humanistic studies, explored as reflecting and shaping the leading ideas, assumptions, and values of their ages. Works by Chaucer, Shakespeare, and other authors such as Milton, Swift, and Austen, with films and background lectures on the philosophical and historical contexts of the works and their authors. Instruction in analytical reading and writing is provided.
Distribution Area: Philosophical and Humanistic Studies.

Harbor
S 2:30-5:00pm, 3 Credits
Sched No 330258

Engl 206
Six American Authors
●
The achievements of American literature in articulating the American mind are illustrated by works from some well-known American writers—Thoreau, Dickinson, Faulkner, for example—as well as from those who deserve to be better known, such as Frederick Douglass, Kate Chopin, Zora Neale Hurston.
Distribution Area: The Arts.

Copley
W 6:00-8:30pm, 3 Credits
Sched No 330652

Engl C210
Introduction to Creative Writing
●
An introduction to the arts through the medium of writing as well as reading poetry and fiction. Student writing is submitted weekly and discussed in class.
Distribution Area: The Arts.

Braintree
W 6:30-9:00pm, 3 Credits
Sched No 329259

Engl 230
Introduction to American Literature I
●
Prose and poetry of American writers from the first explorers through the Civil War: the ages of Puritanism, Revolution, and Romanticism. Among the texts, many of which are historical, philosophical, political, and religious in nature, are works by William Bradford, John Smith, Anne Bradstreet, John Winthrop, Thomas Paine, Benjamin Franklin, Jonathan Edwards, Phillis Wheatley, Indian orators, Hawthorne, Poe, Emerson, Whitman, Melville, and Frederick Douglass.
Distribution Area: The Arts.

Harbor
S 8:30-11:00am, 3 Credits
Sched No 330854

Geography

Geog 101
The Global Environment
●
An analysis of the physical geographic environment including the globe, the atmosphere and ocean, climate, soils, vegetation, and landform. Positive and negative interaction of human beings with these aspects of the environment is examined where appropriate.
Distribution Area: Natural Sciences.

Copley
M 6:00-8:30pm, 3 Credits
Sched No 331051

Geog 102
World Regional Geography
●
An overview of world regions in terms of physical environment, human populations and the relationship between them. Particular attention is given to one or two countries within each region, as selected by the instructor.
Distribution Area: Social and Behavioral Sciences.

Harbor
S 8:30-11:00am, 3 Credits
Sched No 331253

History

Hist 111
Foundations of Western Civilization
●
A survey of the political, cultural, social, and economic history of Western society from antiquity until 1715. Emphasis is given to the critical analysis of primary sources.
Distribution Area: Historical and Cultural Studies.

Braintree
W 6:30-9:00pm, 3 Credits
Sched No 331657

Hist 112
Modern Western Civilization
●
This course traces the major political, economic, and cultural changes which have shaped Western society from the Enlightenment to the present. Emphasis is given to the critical analysis of primary source materials.
Distribution Area: Historical and Cultural Studies.

Copley
W 6:00-8:30pm, 3 Credits
Sched No 331859

Hist C114
Modern World History II
●
History of modern Western industrial societies and the non-Western world, 1800-present.
Distribution Area: Historical and Cultural Studies.

Harbor
S 8:30-11:00am, 3 Credits
Sched No 331455

Human Performance and Fitness

HPF 221
First Aid and Cardiopulmonary Resuscitation
●
Students completing this course fulfill the requirements of the American Red Cross for the Standard First Aid and Safety Certificate and the Cardiopulmonary Community Resuscitation Certificate.

Harbor
S 8:30-11:00am, 2 Credits
Sched No 332056

Linguistics

Note: Ling 153, "Elementary American Sign Language III," is now offered only during the summer.

Ling 151
Elementary American Sign Language I
●
This course provides an introduction to American Sign Language with an emphasis on receptive skills, vocabulary, and grammar; it also introduces the linguistics of ASL. In addition, through readings, guest speakers, and videotapes, the course seeks to help students develop their awareness of issues important to the Deaf community.

Harbor
S 11:30am-2:00pm, 3 Credits, Lab Fee: $15
Sched No 333051

Ling 152
Elementary American Sign Language II
●
A continuation of Ling 151 with emphasis on receptive and expressive skills.
Note: Ling 152 may be used as a distribution course only after successful completion of Ling 153.
Prerequisite: Ling 151 or permission of the instructor.
Distribution Area: Foreign Languages.

Harbor
S 8:30-11:00am, 3 Credits, Lab Fee: $15
Sched No 333253

Massachusetts Bay Marine Studies Consortium: Courses in Marine Science and Policy

UMass Boston is a member of the Massachusetts Bay Marine Studies Consortium, an association of eighteen colleges, universities, museums, and institutions whose mission is multidisciplinary education in marine science and policy. The Consortium offers a four-course curriculum of study appropriate for both science and non-science majors. All courses carry UMass Boston undergraduate credits.

Courses are designed to help students understand environmental problems from a number of perspectives—scientific, economic, historical, social, and resource management. The mix of students from different institutions contributes to the liveliness of the classroom environment.

Below is a description of the marine studies course to be offered this spring. Please note that this course meets at an off-campus location, as indicated. The Consortium will provide maps and parking information for the class.

To register for this course, first call the Consortium at 617 287-6540. Use the registration form for credit courses on page 23, following the instructions on page 22. Course fees are at the Continuing Education rate of $130 per credit, with an additional $33 in registration, educational service, and transcript fees.

Intr-d Z108
Marine Mammals: Biology and Conservation
●
This course is designed to familiarize students with the biology and natural history of marine mammals. Emphasis is placed on whales, dolphins, and seals of the North Atlantic, but species from all over the world will be discussed. Topics include evolution, anatomy, behavior, field identification, the history of whaling, and contemporary conservation problems. In addition to attending lectures, students will spend one three-hour session in a laboratory performing a dissection and will participate in a field trip to Stellwagen Bank. (At most Consortium schools this is a 200-level biology course.)
Prerequisites: Biol 111 and 112, or equivalent.

January 22-April 22, M 5:30-8:30pm
3 Credits
At Northeastern University

Mathematics

Mathematics Diagnostic Test
●
Appropriate preparation is especially important for students taking mathematics and computer science courses, and the University wants to be certain that students in these courses have the math skills they need for success. Before registering for introductory courses in either mathematics (through first-semester calculus) or computer science, all UMass Boston students must demonstrate their skills by taking a diagnostic test. The University uses this test to place students in the courses that will serve them best. The diagnostic test may be taken at off-campus locations during walk-in registration periods designated in the schedule on page 22. The test can also be taken at UMass Boston's Harbor Campus; for further information, see page 13 ("Diagnostic Testing").

Math 110
Basic Algebra
●
For students with a weak math background who want to develop skills for further work in mathematics or science courses. Covers basic high school mathematics. Topics include: multiplying and factoring polynomials, linear equations and straight lines, fractional exponents and radicals, ratios of polynomials, quadratics, parabolas, systems of simultaneous linear equations, and word problems. Generally limited to students with less than 3 years of high school math preparation.
Prerequisite: A suitable score on the mathematics diagnostic test only.
Distribution Area: Mathematics and Computer Languages.

Braintree
TuTh 6:30-7:45pm, 3 Credits
Sched No 333455

Math 125
Introductory Statistics
●
Topics include introductory statistics, covering descriptive statistics; introductory probability sufficient to enable development of inferential statistics; and inferential statistics.
Note: No student receives graduation credits for Math 125 if it is taken after successful completion of Math 345.
Not open to mathematics or science majors, except in nursing and geography.
Prerequisite: A suitable score on the mathematics diagnostic test or Math 110.
Distribution Area: Mathematics and Computer Languages.

Braintree
M 6:20-9:10pm, 3 Credits
Sched No 333657

Copley
Th 6:00-8:50pm, 3 Credits
Sched No 333708

Math 130
Precalculus
●
Preparation for first year calculus. Covers symmetry, graphs, functions, lines, parabolas and max-min problems, exponential and logarithm functions, exponential growth, semilog graphing, and the trigonometric functions and their inverses. Qualified students should enter Math 140 without taking this course.
Note: No student receives graduation credits for Math 130 if it is taken after successful completion of any higher math course. Students who have successfully completed Math 130 may not subsequently take Math 124 or Math 129 for credit.
Students may take Math 130 after Math 124 or Math 129 only with explicit permission of the department, and then only for two credits.
Prerequisite: A suitable score on the mathematics diagnostic test only. Successful completion of Math 110 is not enough.
Distribution Area: Mathematics and Computer Languages.

Copley
Tu 6:00-8:50pm, 3 Credits
Sched No 333900

Register Early • • • • • • • • • • • • • **Continuing Education classes often fill early. Early registration helps assure that the course you want will be available. Mail, telephone, or fax your course selections now!**

Management

MGT 130
Introduction to Business
●
Familiarizes students with the nature of business and its relationship to other institutions in society. The course examines business ownership, organization, management, marketing, human resources management, production, and finance. In addition, the course explores issues in the relationships between capitalism and business, the law and business, and government and business.

Copley
W 6:00-8:30pm, 3 Credits
Sched No 334107

Music

Music 185
Private Music Lessons
●
Individual instruction in voice, piano, guitar, and all orchestral instruments offered at beginning, intermediate, and advanced levels by experienced performer-teachers. Twelve weekly lessons in technique and interpretation are available. Lessons can be one hour or one half-hour in length; both options carry one academic credit. Lesson times are arranged between student and instructor. For further information, contact the Music Department or visit the Continuing Education Registration Center.

Course fees:

12 weekly half-hour lessons	12 weekly one-hour lessons
$180, 1 Credit	$330, 1 Credit

Music 185A: Flute

Half-hour lessons	One-hour lessons
Sched No 334309	Sched No 334354

Music 185B: Bass

Half-hour lessons	One-hour lessons
Sched No 334556	Sched No 334607

Music 185C: Clarinet

Half-hour lessons	One-hour lessons
Sched No 334809	Sched No 334854

Music 185D: Drums

Half-hour lessons	One-hour lessons
Sched No 335051	Sched No 335102

Music 185E: Guitar

Half-hour lessons	One-hour lessons
Sched No 335304	Sched No 335359

Music 185F: Piano

Half-hour lessons	One-hour lessons
Sched No 335551	Sched No 335602

Music 185G: Saxophone

Half-hour lessons	One-hour lessons
Sched No 336056	Sched No 336107

Music 185H: Violin

Half-hour lessons	One-hour lessons
Sched No 336176	Sched No 336309

Music 185I: Voice

Half-hour lessons	One-hour lessons
Sched No 336309	Sched No 336354

Music 185J: Trumpet

Half-hour lessons	One-hour lessons
Sched No 337051	Sched No 337102

Music 185K: Cello

Half-hour lessons	One-hour lessons
Sched No 337304	Sched No 337359

Music 185L: Trombone

Half-hour lessons	One-hour lessons
Sched No 337551	Sched No 337602

Music 185M: Organ

Half-hour lessons	One-hour lessons
Sched No 337804	Sched No 337859

Music 185N: Viola

Half-hour lessons	One-hour lessons
Sched No 338056	Sched No 338107

Music 185O: Oboe

Half-hour lessons	One-hour lessons
Sched No 338309	Sched No 338354

Occupational Education

The Center for Occupational Education was established in 1981 to meet the needs of prospective vocational educators in metropolitan Boston by offering courses leading to vocational and vocational needs approval, special topics courses, and courses in technology education. The Center has served over 10,000 vocational educators and other school personnel and now also offers additional programs and services dedicated to enhancing proficiency and professionalism within the field.

The Center is administered by the Division of Continuing Education but operates under the academic authority of the University's Graduate College of Education, which provides expertise in research, curriculum design, and the development of pedagogical competencies.

In addition to the courses listed below, the following courses are available if sufficient interest exists:

OccEd 502, Vocational Education Programming for Special Needs Students

OccEd 510, Seminar in Vocational Education for Special Needs Students

OccEd 520, Career/Vocational Assessment and Evaluation for Special Needs Students

OccEd 534, Instructional Strategies and Programming for Special Needs Students

OccEd 598, Practicum in Vocational Special Needs Education I

OccEd 599, Practicum in Vocational Special Needs Education II

OccEd 206
Supervised Internship
●
The supervised internship allows students to demonstrate theoretical and methodological knowledge in classroom and laboratory settings. The student demonstrates his or her teaching skills under the guidance of a master teacher and is monitored by his or her college instructor.
Prerequisites: OccEd 207, 208, 209, 210, 211, 212.
Note: The fee for this 3-credit course is $420.

Hanover	Worcester
W 5:00-7:30pm, 3 Credits	W 5:00-7:30pm, 3 Credits
Sched No 338809	Sched No 338905

Wakefield
W 5:00-7:30pm, 3 Credits
Sched No 338854

OccEd 207
Competency-Based Vocational Educational Curriculum Development
●
This course is designed to help provisionally approved vocational educators develop competency-based curriculum materials for effective teaching of vocational programs. Students will conduct occupational research, develop program task listings, carry out performance assessments, and devise performance tests.

Hanover	Worcester
Tu 7:30-10:00pm, 3 Credits	Tu 7:30-10:00pm, 3 Credits
Sched No 339102	Sched No 339208

Wakefield
Tu 7:30-10:00pm, 3 Credits
Sched No 339157

OccEd 208
Implementing a Competency-Based Curriculum
●
This course will present methods by which a teacher can manage instruction within a system which requires that vocational curricula meet certain criteria for competency-based programs. Instructional topics include modifying existing curricula, adapting the physical environment, evaluation and assessment of student progress, maintaining competency profiles, and integrating academic and vocational components.
Prerequisite: OccEd 207.

Hanover	Worcester
Tu 7:30-10:00pm, 3 Credits	Tu 7:30-10:00pm, 3 Credits
Sched No 339400	Sched No 339506

Wakefield
M 7:30-10:00pm, 3 Credits
Sched No 339455

OccEd 209
Teaching Methods: Instructional Strategies in Vocational Technical Education
●
Teaching methods and strategies are a prerequisite for all prospective vocational teachers. This course will help prospective teachers to develop instructional styles, techniques, and materials for a competency-based educational environment. Prospective teachers will learn to adapt teaching styles to individual students' learning styles, prepare various forms of instructional materials, and develop an evaluation plan for assessing student competencies.

Hanover	Worcester
Tu 5:00-7:30pm, 3 Credits	Tu 5:00-7:30pm, 3 Credits
Sched No 339708	Sched No 339804

Wakefield
Tu 5:00-7:30pm, 3 Credits
Sched No 339753

OccEd 211
Fundamentals of the Vocational Education Environment
●
This course gives provisionally approved vocational/technical educators an historical perspective on vocational education and an insight into its future. The course will analyze federal and state laws germane to vocational education, as well as methods of implementing student organization programs. It will also analyze the workings of a vocational school meeting and examine a specific issue.

Hanover	Worcester
M 5:00-7:30pm, 3 Credits	M 5:00-7:30pm, 3 Credits
Sched No 340005	Sched No 340101

Wakefield
M 5:00-7:30pm, 3 Credits
Sched No 340050

OccEd 212
Management of the Vocational Education Environment
●
This course trains vocational educators in the theory and practice of effective classroom and laboratory management. Instructional organization, shop organization, safety, first aid, and student management will receive special emphasis.

Hanover	Worcester
M 7:30-10:00pm, 3 Credits	M 7:30-10:00pm, 3 Credits
Sched No 340303	Sched No 340409

Wakefield
M 7:30-10:00pm, 3 Credits
Sched No 340358

OccEd 213
Brain Compatibility: Teaching and Learning
●
Recent discoveries in the neurophysiology of the brain have had broad implications for teaching and learning. The manner in which the brain receives and processes information requires new pedagogical approaches in a vocational school environment. This course will review these neurological discoveries while giving participants opportunities to develop both insights into their own learning and strategies for improved learning among their students.

Hanover	Worcester
Th 5:00-7:30pm, 3 Credits	Th 5:00-7:30pm, 3 Credits
Sched No 340601	Sched No 340707

Wakefield
Th 5:00-7:30pm, 3 Credits
Sched No 340656

Occupational Education (continued)

OccEd 214
Integrated Education
●
This course will serve as a model for combining vocational studies and academic disciplines in a practical manner. This experience will offer vocational educational students reinforcement in the specific academic and vocational requirements of their trade. Future vocational instructors will be required to learn about all aspects of the integration of vocational and academic education. This course is a requirement of the new 36-credit vocational improvement teacher training program and is also mandated by the Carl Perkins Vocational Education and Applied Technology Act of 1990.

Hanover
Th 7:30-10:00pm, 3 Credits
Sched No 340909

Worcester
Th 7:30-10:00pm, 3 Credits
Sched No 341000

Wakefield
Th 7:30-10:00pm, 3 Credits
Sched No 340954

OccEd 215
Students with Special Needs in Vocational Technical Education
●
This course will provide an introduction to legislation governing the education of special-needs students in the vocational setting and to the different special-needs populations covered by special education legislation. There will be a special focus on working with these populations in the vocational setting. Teachers will prepare themselves to take a proactive role in special education team procedures and will be introduced to human service and manpower agencies that work effectively with special-needs students.

Hanover
W 7:30-10:00pm, 3 Credits
Sched No 341202

Worcester
W 7:30-10:00pm, 3 Credits
Sched No 341308

Wakefield
W 7:30-10:00pm, 3 Credits
Sched No 341257

OccEd 216
Computerized Vocational Technical Curriculum Management
●
This course is designed to provide the vocational technical educator with the skills required to use the microcomputer as a tool for curriculum, classroom record-keeping, and planning. Students will adapt, modify, and incorporate the curricular resources developed within Massachusetts, including CBVE and others, into practical learning applications using the computer. In addition to offering hands-on experience with a microcomputer, the course will enable participants to blend classroom and laboratory learning, with an emphasis on integrated software and its application within a vocational technical setting.

Hanover
M 7:30-10:00pm, 3 Credits
Sched No 341500

Worcester
M 7:30-10:00pm, 3 Credits
Sched No 341606

Wakefield
Th 5:00-7:30pm, 3 Credits
Sched No 341555

OccEd 217
Assessment and Standards in Evaluation
●
This course will expose vocational technical educators to all aspects of assessment and evaluation in light of current educational reform issues and mandates on both the state and federal levels. Areas covered will include student performance criteria; grading and testing designs; competency attainment standards and measures; student learning styles; teacher instructional styles and effectiveness; current assessment systems and instruments; special needs populations assessment and evaluation; adult learner evaluation; evaluation issues in academic and vocational integration; assessment and school-to-work transition; and tech prep evaluation.

Hanover
M 5:00-7:30pm, 3 Credits
Sched No 341808

Worcester
M 5:00-7:30pm, 3 Credits
Sched No 341904

Wakefield
W 5:00-7:30pm, 3 Credits
Sched No 341853

Philosophy

Phil 100
Introduction to Philosophy
●
An introductory examination of the problems and scope of philosophy.
Distribution Area: Philosophical and Humanistic Studies.

Harbor
S 11:30am-2:00pm, 3 Credits
Sched No 342601

Phil C108
Moral and Social Problems
●
Important moral and social issues of current concern are examined and debated. The course covers several problems each semester from a list including criminal punishment, war, abortion, racism, violence, the death penalty, private property, sexism, animal rights, the environment, and hunger.
Distribution Area: Philosophical and Humanistic Studies.
Diversity Area: United States.

Braintree
Th 6:30-9:00pm, 3 Credits
Sched No 342358

Harbor
S 8:30-11:00am, 3 Credits
Sched No 342409

Phil 222
Moral Issues in Medicine
●
Concepts of health, illness and healing, under different paradigms of medicine. Is medicine an art or science? What is the impact of medical technology on human life and death? What is considered "natural"? Attention is given to issues in human reproduction (e.g. in vitro fertilization, conception, abortion). Questions of authority, accountability in doctor-patient realtionships, patient advocacy, self-help, right to health care or to refuse treatment. Social and political questions of health care organization.
Distribution Area: Philosophical and Humanistic Studies.

Copley
Th 6:00-8:30pm, 3 Credits
Sched No 342803

Political Science

PolSci C123
Political Ideas of the Twentieth Century
●
Major political viewpoints of the present, including Conservatism, Liberalism, Marxism, and Fascism.
Distribution Area: Social and Behavioral Sciences.

Braintree
Tu 6:30-9:00pm, 3 Credits
Sched No 343000

PolSci 424
American Foreign Policy
●
Examines United States foreign policy in the post-World War II period. Focuses on both historical and institutional matters. Current issues are also given ample consideration.
Prerequisite: Junior standing.

Harbor
S 11:30am-2:00pm, 3 Credits
Sched No 343062

Psychology

Psych 100
Introduction to Psychology
●
A general survey of selected content areas in psychology, including personality and human development, physiological psychology, learning, intelligence, heredity and environment, and motivation and emotion.
Distribution Area: Social and Behavioral Sciences.

Copley
M 6:00-8:30pm, 3 Credits
Sched No 343404

Harbor
S 8:30-11:00am, 3 Credits
Sched No 343459

Psych 200
Personality
●
Conceptions of human nature are examined in light of various theories of personality. This course focuses on the theories of Freud, Adler, Sullivan, Erikson, Kelly, Ego psychologists, and other theorists presenting the behavioristic and humanistic perspectives. Among the topics to be addressed are personality structure and its development; stress and coping; neurotic styles; and human motives and their measurement.
Distribution Area: Social and Behavioral Sciences.

Harbor
S 2:30-5:00pm, 3 Credits
Sched No 343651

Psych 215
Abnormal Psychology
●
This course examines the range of common psychological disorders, their characteristic symptoms, possible causes, and treatment. It takes a critical scientific approach to the criteria used to define psychological abnormality, the theories used to explain it, and the therapies used to treat it. Etiology, dynamics and treatment of psychopathology.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Copley
Tu 6:00-8:30pm, 3 Credits
Sched No 343853

Psych 234
Psychology of Cross-Cultural Relations
●
The course examines the nature and dynamics of intergroup relations within a multicultural context. Relations will be studied among diverse ethnic, racial and cultural groups in the United States and globally. The course will look at cross-cultural relations from an interdisciplinary perspective, discussing psychological and sociopolitical issues.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.
Diversity Area: United States.

Harbor
S 11:30am-2:00pm, 3 Credits
Sched No 344050

Psych 241
Infancy and Childhood Development
●
This course explores human development from infancy to middle childhood, i.e., from childbirth to ages seven or eight. Major emphasis will be placed on early perceptual, cognitive, social and affective development bearing the following questions in mind: How does the world of space and objects appear to the infant? How does he or she acquire knowledge and discover reality? How does the child experience the world of people and develop a sense of self? How does the child develop attachments to others and what role is played by the significant people in his or her life?
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Copley
W 6:00-8:30pm, 3 Credits
Sched No 344252

Psych 250
Learning and Memory
●
An introduction to current view of behavioral change, learning, and remembering. The course focuses on concepts, theoretical issues and applications of current research.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Braintree
M 6:30-9:00pm, 3 Credits
Sched No 344454

Psych 260
Physiological Psychology
●
An examination, in depth, of selected topics in physiological psychology, including the evolution of the vertebrate nervous system, communication in the central nervous system, emotion, reward and punishment, and physiological methodology.
Prerequisite: Psych 101 or Biol 111.
Distribution Area: Social and Behavioral Sciences.

Harbor
S 8:30-11:00am, 3 Credits
Sched No 344656

Study of Religion

RelSty C104
Socrates, Jesus, Buddha
●
A study of three great paradigmatic figures and the different ways of life and views of reality which they represented. Attention to the social-cultural contexts in which they emerged; critical evaluation of Socrates and Jesus as sources of Western values; and exploration of why the Buddha has recently become an attractive alternative.
Distribution Area: Philosophical and Humanistic Studies.

Copley
M 6:00-8:30pm, 3 Credits
Sched No 344714

Sociology

Sociol 101
Introduction to Sociology
●
The structure of society, cultural patterns, and group life. The individual and socialization, groups, institutions, social systems, and social change.
Distribution Area: Social and Behavioral Sciences.

Copley
W 6:00-8:30pm, 3 Credits
Sched No 344858

Sociol 242
The Family
●
A comparative and historical analysis of family systems. Emphasis on the development and the future prospects of the nuclear family in middle-class industrial society.
Prerequisite: Sociol 101.
Distribution Area: Social and Behavioral Sciences.

Braintree
M 6:30-9:00pm, 3 Credits
Sched No 345055

Sociol 361
Criminology
●
A general survey and analysis of adult crime. Attention to historical development of criminological thought, societal reaction to crime, and behavioral systems. Emphasis on theories of criminality and issues in the administration of justice by police and courts.
Prerequisites: Sociol 101 and junior or senior standing.

Braintree
Th 6:30-9:00pm, 3 Credits
Sched No 345459

Sociol 367
Drugs and Society
●
This course examines the social origins and consequences of the use and abuse of consciousness-altering substances (including alcohol). It considers how society defines and deals with drug use and assesses social harm, including such issues as addictions and health effects, drugs and crime, the legislation debate, and drug policy and enforcement.

Copley
Th 6:00-8:30pm, 3 Credits
Sched No 345651

Sociol 382
The Sociology of Gender
●
This course analyzes the sociological determinants and consequences of gender—that is, how societies assign specific expectations, advantages, and disadvantages to people on the basis of the biological fact of their sex. It examines the inequality between men and women that is a feature of the structure of many societies, as well as the social-psychological dimensions influencing individual behavior.
Prerequisite: Sociol 101.
Diversity Area: United States.

Harbor
S 2:30-5:00pm, 3 Credits
Sched No 345853

Spanish

Span 105
Basic Spanish for Communication I
●
A practical approach to the study of the Spanish language: basic grammar in the context of the material presented, which will focus on the vocabulary used in such areas as business and finance, medical and hospital terminology, and oral communication in general. Intensive practice in the four language skills with an audiolingual approach.
Note: Students may not take both Span 101 and 105.
Distribution Area: Foreign Languages.
Note: Students must have access to an audiocassette player in order to complete weekly audiolingual assignments from a pre-recorded tape and workbook.

Copley
M 6:00-8:30pm, 3 Credits, Materials Fee: $15
Sched No 346050

Span 106
Basic Spanish for Communication II
●
A continuation of Span 105.
Note: Students may not take both Span 102 and 106.
Prerequisite: Span 101 or 105.
Distribution Area: Foreign Languages.

Copley
Th 6:00-8:30pm, 3 Credits, Materials Fee: $15
Sched No 346252

Women's Studies

WoSt C100
Women and Society
●
An introductory, interdisciplinary course recommended as a first course in women's studies. Through lectures, readings, and discussions, students examine the origins of women's oppression; female and male sex roles; marriage and the family; women workers at home and in the labor force. Students relate the course material to experiences in their own lives. Preference given to first and second year students.
Distribution Area: Social and Behavioral Sciences.
Diversity Area: United States.

Harbor
S 11:30am-2:00pm, 3 Credits
Sched No 346656

Keep UMass Boston in Your Summer Plans

Believe it or not, summer will be here before long. It's a time for fun, but that doesn't mean your mind has to go on vacation. UMass Boston offers one of the most extensive and varied summer programs in New England, with over 400 courses and a schedule designed to fit into your plans.

If summer for you means trips to faraway places, take a look at the special programs of study abroad that we have planned for summer 1996:

Spanish and Culture in Cuernavaca, Mexico
●
Also offered as a winter session course, this special program allows participants to study Spanish at any proficiency level while immersing themselves in a totally Hispanic cultural environment. Through formal and informal instruction, the program aims to develop proficiency in conversation and writing and an appreciation of Mexican culture. Participants can earn up to six academic credits in Spanish.

Ireland Today
●
This program is designed for students interested in observing Irish society firsthand and analyzing their experience within the broader context of political, cultural, and economic issues. Instruction blends course work with field activities, including meetings with political, industrial, civic and union leaders. Participants can earn six undergraduate credits in political science.

If you prefer your adventures a little closer to home, consider the following:

Exploring the Coastal Environment
●
This special program seeks to develop an awareness of the interactions between human beings and the marine environment. Participants will increase their understanding of marine resources and oceanography through classroom study and a series of field activities that illustrate marine and coastal environments. Highlights of the program include a three-day field excursion to Nantucket Island and seven-day research expedition aboard the schooner *Sylvina W. Beal.* Participants may earn up to six undergraduate credits.

Marine Biology on Nantucket
●
Each summer the Biology Department offers courses in marine biology at UMass Boston's field station at Quaise, on Nantucket Island. The field station, located on 114 acres of moor, marsh, and private beach, has a well-equipped laboratory, sleeping and eating facilities, and boats, and is near freshwater and marine ecosystems. Classes meet five days a week for about six hours a day. Free housing is provided at the field station. Students provide their own meals.

Playwriting and Performance on Nantucket
●
UMass Boston's Theatre Arts Department has offered training in theatre and film to professionals and students on Nantucket Island each summer for over twenty-five years. A four-course sequence in playwriting, performance, and production gives participants the opportunity to examine and develop scripts, translate dialog into character development, and integrate elements of performance preparation and production design into their work. While the atmosphere is informal, the work is intense. Participants can earn twelve credits in theatre arts.

For more information on these and other UMass Boston summer programs, watch out for our Summer Bulletin (arriving in early April), or call the Division of Continuing Education at 617 287-7900.

Off-Campus and Saturday Undergraduate Course Schedule by Location

Please note: if an on-site registration session is canceled due to weather conditions, it will be held on the same day and at the same time the following week.

Braintree

Braintree High School
128 Town Road

Dept., Code, No. Title	Day(s), Time Credits Schedule Number
On-site registration: **Classes begin:**	**January 17, 6:00-8:00pm*** **Week of February 5**
AmSt 101 **Popular Culture in America**	W 6:30-9:00pm 3 Credits 320603
Anth C100 **Culture and Human Behavior**	Tu 6:30-9:00pm 3 Credits 321800
Biol 111 **General Biology I** Lab fee: $40	TuTh 6:00-9:00pm 4 Credits 322850
Chem 108 **Introduction to Chemistry II** Lab fee: $65	MW 6:00-9:00pm 4 Credits 323057
Engl 102** **Freshman English II**	MW 6:30-7:45pm 3 Credits 329704
Engl 106 **Oral Communication**	Tu 6:30-9:00pm 3 Credits 330001
Engl C210 **Introduction to Creative Writing**	W 6:30-9:00pm 3 Credits 329259
Hist 111 **Foundations of Western Civilization**	W 6:30-9:00pm 3 Credits 331657
Math 110** **Basic Algebra**	TuTh 6:30-7:45pm 3 Credits 333455
Math 125** **Introductory Statistics**	M 6:20-9:10pm 3 Credits 333657
Phil C108 **Moral and Social Problems**	Th 6:30-9:00pm 3 Credits 342358
PolSci C123 **Political Ideas of the 20th Century**	Tu 6:30-9:00pm 3 Credits 343000
Psych 250 **Learning and Memory**	M 6:30-9:00pm 3 Credits 344454
Sociol 242 **The Family**	M 6:30-9:00pm 3 Credits 345055
Sociol 361 **Criminology**	Th 6:30-9:00pm 3 Credits 345459

Copley Square, Boston

Muriel S. Snowden
International School
150 Newbury Street

On-site registration: **Classes begin:**	**January 18, 6:00-8:00pm*** **Week of February 5**
AF 201 **Personal Finance**	Tu 6:00-8:30pm 3 Credits 319806
AF 210 **Financial Accounting**	W 6:00-8:30pm 3 Credits 320007
AF 211 **Managerial Accounting**	M 6:00-8:30pm 3 Credits 320209
AmSt 210 **American Dreams, American Realities**	Tu 6:00-8:30pm 3 Credits 320805
Biol 108 **Introduction to Nutrition**	Th 6:00-8:30pm 3 Credits 322603
Econ 102 **Introduction to Macroeconomics**	M 6:00-8:30pm 3 Credits 323451
Engl 101** **Freshman English I**	TuTh 6:00-7:15pm 3 Credits 329451
Engl 102** **Freshman English II**	TuTh 6:00-7:15pm 3 Credits 329759
Engl 206 **Six American Authors**	W 6:00-8:30pm 3 Credits 330652
Geog 101 **The Global Environment**	M 6:00-8:30pm 3 Credits 331051
Hist 112 **Modern Western Civilization**	W 6:00-8:30pm 3 Credits 331859
Math 125** **Introductory Statistics**	Th 6:00-8:50pm 3 Credits 333708
Math 130** **Precalculus**	Tu 6:00-8:50pm 3 Credits 333900
MGT 130 **Introduction to Business**	W 6:00-8:30pm 3 Credits 334107
Phil 222 **Moral Issues in Medicine**	Th 6:00-8:30pm 3 Credits 342803
Psych 100 **Introduction to Psychology**	M 6:00-8:30pm 3 Credits 343404
Psych 215 **Abnormal Psychology**	Tu 6:00-8:30pm 3 Credits 343853
Psych 241 **Infancy and Childhood Development**	W 6:00-8:30pm 3 Credits 344252
RelSty C104 **Socrates, Jesus, and Buddha**	M 6:00-8:30pm 3 Credits 344714
Sociol 101 **Introduction to Sociology**	W 6:00-8:30pm 3 Credits 344858
Sociol 367 **Drugs and Society**	Th 6:00-8:30pm 3 Credits 345651
Span 105 **Basic Spanish for Communication I** Materials fee: $15	M 6:00-8:30pm 3 Credits 346050
Span 106 **Basic Spanish for Communication II** Materials fee: $15	Th 6:00-8:30pm 3 Credits 346252

Hanover

South Shore
Regional Vocational
High School
Webster Street

On-site registration: **Classes begin:**	**January 16, 4:00-6:00pm** **Week of February 5**
OccEd 206 **Supervised Internship** Course fee: $420	W 5:00-7:30pm 3 Credits 338809
OccEd 207 **Competency-Based Vocational Educational Curriculum Development**	Tu 7:30-10:00pm 3 Credits 339102
OccEd 208 **Implementing a Competency-Based Curriculum**	Tu 7:30-10:00pm 3 Credits 339400
OccEd 209 **Teaching Methods: Instructional Strategies in Vocational Technical Education**	Tu 5:00-7:30pm 3 Credits 339708
OccEd 211 **Fundamentals of the Vocational Education Environment**	M 5:00-7:30pm 3 Credits 340005
OccEd 212 **Management of the Vocational Education Environment**	M 7:30-10:00pm 3 Credits 340303
OccEd 213 **Brain Compatibility: Teaching and Learning**	Th 5:00-7:30pm 3 Credits 340601
OccEd 214 **Integrated Education**	Th 7:30-10:00pm 3 Credits 340909
OccEd 215 **Students with Special Needs in Vocational Technical Education**	W 7:30-10:00pm 3 Credits 341202
OccEd 216 **Computerized Vocational Technical Curriculum Management**	M 7:30-10:00pm 3 Credits 341500
OccEd 217 **Assessment and Standards in Evaluation**	M 5:00-7:30pm 3 Credits 341808

Wakefield

Northeast Metropolitan
Regional Vocational
High School
Hemlock Road

On-site registration: **Classes begin:**	**January 16, 4:00-6:00pm** **Week of February 5**
OccEd 206 **Supervised Internship** Course fee: $420	W 5:00-7:30pm 3 Credits 338854
OccEd 207 **Competency-Based Vocational Educational Curriculum Development**	Tu 7:30-10:00pm 3 Credits 339157
OccEd 208 **Implementing a Competency-Based Curriculum**	M 7:30-10:00pm 3 Credits 339455
OccEd 209 **Teaching Methods: Instructional Strategies in Vocational Technical Education**	Tu 5:00-7:30pm 3 Credits 339753
OccEd 211 **Fundamentals of the Vocational Education Environment**	M 5:00-7:30pm 3 Credits 340050
OccEd 212 **Management of the Vocational Education Environment**	M 7:30-10:00pm 3 Credits 340358
OccEd 213 **Brain Compatibility: Teaching and Learning**	Th 5:00-7:30pm 3 Credits 340656
OccEd 214 **Integrated Education**	Th 7:30-10:00pm 3 Credits 340954
OccEd 215 **Students with Special Needs in Vocational Technical Education**	W 7:30-10:00pm 3 Credits 341257
OccEd 216 **Computerized Vocational Technical Curriculum Management**	Th 5:00-7:30pm 3 Credits 341555
OccEd 217 **Assessment and Standards in Evaluation**	W 5:00-7:30pm 3 Credits 341853

Worcester

Worcester Technical Institute
251 Belmont Street

On-site registration:	**January 17, 4:00-6:00pm**
Classes begin:	**Week of February 5**
OccEd 206 **Supervised Internship** Course fee: $420	W 5:00-7:30pm 3 Credits 338905
OccEd 207 **Competency-Based Vocational Educational Curriculum Development**	Tu 7:30-10:00pm 3 Credits 339208
OccEd 208 **Implementing a Competency-Based Curriculum**	Tu 7:30-10:00pm 3 Credits 339506
OccEd 209 **Teaching Methods: Instructional Strategies in Vocational Technical Education**	Tu 5:00-7:30pm 3 Credits 339804
OccEd 211 **Fundamentals of the Vocational Education Environment**	M 5:00-7:30pm 3 Credits 340101
OccEd 212 **Management of the Vocational Education Environment**	M 7:30-10:00pm 3 Credits 340409
OccEd 213 **Brain Compatibility: Teaching and Learning**	Th 5:00-7:30pm 3 Credits 340707
OccEd 214 **Integrated Education**	Th 7:30-10:00pm 3 Credits 341000
OccEd 215 **Students with Special Needs in Vocational Technical Education**	W 7:30-10:00pm 3 Credits 341308
OccEd 216 **Computerized Vocational Technical Curriculum Management**	M 7:30-10:00pm 3 Credits 341606
OccEd 217 **Assessment and Standards in Evaluation**	M 5:00-7:30pm 3 Credits 341904

UMass Boston

Harbor Campus
Boston, MA

On-site registration:	**M-Th 8:30am-6:00pm; F 9:00am-4:00pm; S 8:00am-12:00noon (December 2-23); closed December 30-February 3; 8:00 am-5:00pm (February 10, 17, 24); 8:00am-3:00pm (March 2-May 18)*** Continuing Education Registration Center, Wheatley Hall, 2nd Floor, Room 211. See deadlines in calendar on p. 23.
Classes begin:	**February 10**
AmSt C206 **The Sixties**	S 11:30am-2:00pm 3 Credits 320401
AmSt 215 **America on Film**	S 8:30-11:00am 3 Credits 321002
Anth 102 **Introduction to Archaeology and Biological Anthropology**	S 11:30am-2:00pm 3 Credits 322007
Art C100 **The Language of Art**	S 2:30-5:00pm 3 Credits 322209
Art 201 **Ancient and Medieval Art**	S 11:30am-2:00pm 3 Credits 322401
Biol 108 **Introduction to Nutrition**	S 2:30-5:00pm 3 Credits 322658
Econ 101 **Introduction to Microeconomics**	S 11:30am-2:00pm 3 Credits 323259
Engl 101** **Freshman English I**	S 2:30-5:00pm 3 Credits 329502
Engl 102** **Freshman English II**	S 8:30-11:00am 3 Credits 329800
Engl Z106** **Oral Communication**	S 11:30am-2:00pm 3 Credits 330056
Engl 200** **Practical Criticism**	S 11:30am-2:00pm 3 Credits 330450
Engl 201** **Five Major British Writers**	S 2:30-5:00pm 3 Credits 330258
Engl 231** **Introduction to American Literature II**	S 8:30-11:00am 3 Credits 330878
Geog 102 **World Regional Geography**	S 8:30-11:00am 3 Credits 331253
Hist C114 **Modern World History II**	S 8:30-11:00am 3 Credits 331455
HPF 221 **First Aid and Cardiopulmonary Resuscitation**	S 8:30-11:00am 2 Credits 332056
Ling 151 **Elementary American Sign Language I**	S 11:30am-2:00pm 3 Credits 333051 Lab Fee: $15
Ling 152 **Elementary American Sign Language II**	S 8:30-11:00am 3 Credits 333253 Lab Fee: $15
Music 185 **Private Music Lessons**	By arrangement (see page 9)
Phil 100 **Introduction to Philosophy**	S 11:30am-2:00pm 3 Credits 342601
Phil C108 **Moral and Social Problems**	S 8:30-11:00am 3 Credits 342409
PolSci 424 **American Foreign Policy**	S 11:30am-2:00pm 3 Credits 343062
Psych 100 **Introduction to Psychology**	S 8:30-11:00am 3 Credits 343459
Psych 200 **Personality**	S 2:30-5:00pm 3 Credits 343651
Psych 234 **Psychology of Cross-Cultural Relations**	S 11:30am-2:00pm 3 Credits 344050
Psych 260 **Physiological Psychology**	S 8:30-11:00am 3 Credits 344656
Sociol 382 **Sociology of Gender**	S 2:30-5:00pm 3 Credits 345853
WoSt C100 **Women and Society**	S 11:30am-2:00pm 3 Credits 346656

* For your convenience, you may register at this site for courses offered here or at any other location.

** **Diagnostic Testing**

Diagnostic tests for English and mathematics courses are offered at McCormack Hall, 3rd floor, room 612, on the dates below. The diagnostic test in English is required only for non-native speakers. For further information on these tests, look under English (page 7) and Mathematics (page 8).

Date/Day	Time
Monday, November 20	1:00-4:00pm
Tuesday, November 21	4:00-7:00pm
Wednesday, November 22	1:00-4:00pm
Monday, November 27	10:00am-2:00pm
Tuesday, November 28	3:00-7:00pm
Wednesday, November 29	9:00-11:30am
Monday, December 4	4:00-7:00pm
Tuesday, December 5	4:00-7:00pm
Wednesday, December 6	4:00-7:00pm
Monday, December 11	10:00-1:00pm
Tuesday, December 12	1:00-4:00pm
Thursday, December 14	3:00-7:00pm
Thursday, December 28	3:00-7:00pm
Friday, January 5	1:00-4:00pm
Thursday, January 11	5:00-7:00pm
Friday, January 12	1:00-4:00pm
Tuesday, January 16	1:00-4:00pm
Wednesday, January 17	1:00-4:00pm and 5:00-7:00pm
Thursday, January 18	1:00-4:00pm
Friday, January 19	1:00-4:00pm
Tuesday, January 23	5:00-7:00pm
Wednesday, January 24	1:00-4:00pm
Thursday, January 25	3:00-7:00pm
Friday, January 26	1:00-4:00pm
Monday, January 29	1:00-4:00pm
Tuesday, January 30	10:30am-2:30pm
Wednesday, January 31	4:00-7:00pm
Thursday, February 1	2:30-7:00pm
Friday, February 2	10:00-2:00am

There is no fee. Please note: If you wish to take a test, you must bring photo identification with you. You should allow at least one hour for the test. Tests are given on a walk-in basis, not by appointment. No practice tests are available, and calculators are not allowed. Results will be given to you shortly after you have finished your exam. Placement results should be presented to course instructors on the first day of class to ensure enrollment. For further information, please call 617 287-5522.

Women in Politics and Government

The Program for Women in Politics and Government is a one-year graduate certificate program designed to encourage and train women from all walks of life for significant political participation in careers in public management, research, policy-making, consulting, planning, and administration. The program offers a unique combination of graduate-level academic work in policy studies, analytical and research skills, and carefully supervised professional field work in addition to advising, counseling, and career development services. The program begins in September and runs through May.

Students in the program earn credits from UMass Boston's MA Program in American Studies; eligible graduates of the program may be accepted for admission with advanced standing into the American Studies Program, or into the University's MS Program in Public Affairs.

Students are required to complete eighteen credits for the certificate: nine credits in course work, six credits for the internship, and three credits through the final case-study project.

The program welcomes applicants of diverse backgrounds with a wide variety of undergraduate majors. To be eligible for admission, the applicant must: 1) hold a bachelor's degree or its equivalent; 2) submit an official transcript; 3) arrange for a personal interview with program staff; 4) submit a completed application with fee; 5) submit two written recommendations.

To obtain deadline and program fee information or application materials, or to arrange for a personal interview, please contact Jain Ruvidich, Coordinator, Program for Women in Politics and Government, University of Massachusetts Boston, Division of Continuing Education, 100 Morrissey Blvd., Boston, MA 02125-3393; telephone 617 287-6785; E-mail dce@umbsky.cc.umb.edu.

Counselor Training

Coun 601
Research and Evaluation in Psychology
●
This course examines several research models and strategies with respect to their various rationales and methodologies. Relevant statistical topics are introduced conceptually, especially as they are applied in research about specific academic settings.
Prerequisite: Permission of Graduate Program Director. For information, call 617 287-7602.

Harbor
S 10:00am-12:30pm, 3 Credits
Sched No 323701

Coun 645
Principles of Psychiatric Rehabilitation
●
The purpose of this course is to provide the student with an understanding of the principles and practices of psychiatric rehabilitation. Additionally, students will acquire specific knowledge related to working with the chronically mentally ill (CMI). Topics addressed in this course will include models of psychiatric rehabilitation, relevant services for CMI, housing needs, family issues, assessment approaches, and skills training.
Prerequisite: Permission of Graduate Program Director. For information, call 617 287-7602.

Harbor
S 10:00am-12:30pm, 3 Credits
Sched No 323146

School Psychology

SchPsy 608
Introduction to Rorschach
●
This course introduces the student to the theoretical and empirical foundations of the Rorschach Tests, and provides experience in administering, scoring and interpreting the test with children and adults in clinical and non-clinical settings. Students in this course are expected to take SchPsy 609 (Advanced Rorschach) as well. Both courses are electives open only to individuals already certified or licensed.
Prerequisite: Permission of Graduate Program Director. For information, call 617 287-7600.

Braintree
Th 6:00-8:30pm, 3 Credits
Sched No 346454

Library and Information Studies

By arrangement with the Graduate School of Library and Information Studies of the University of Rhode Island, the Division of Continuing Education offers courses at UMass Boston each semester that meet the requirements for a University of Rhode Island master's degree in library and information studies (MLIS). The MLIS degree requires 42 hours of credit, of which 24 hours may be completed in Boston. Eighteen hours must be completed at the University of Rhode Island's Kingston campus.

To be eligible for the degree program, students must have earned a bachelor's degree from an accredited college or university with a grade point average of B or better. It is not necessary to be enrolled in the degree program to take courses: the Graduate School of Library and Information Studies encourages library employees interested in continuing education to enroll in one or more courses. However, a bachelor's degree is still required for enrollment on that basis.

The program leading to the MLIS degree is accredited by the American Library Association. The School Library Media Specialist Program is approved by the states of the Interstate Certification Compact, and accredited by the National Association of State Directors of Teacher Certification (NASDTEC) and the National Council for the Accreditation of Teacher Education (NCATE).

For more information about the Graduate Program in Library and Information Studies, please write or call Fay Zipkowitz, Assistant to the Director for Regional Studies, Graduate School of Library and Information Studies, University of Rhode Island, Rodman Hall, Kingston, RI 02881; 401 792-2947.

The fee for each course is $675; there is also a $15 registration fee. To register, please use the Registration Form for Professional Training programs on page 19. For further information about University of Rhode Island library and information studies courses offered in Boston, write or call the Division of Continuing Education, University of Massachusetts Boston, 100 Morrissey Blvd., Boston, MA 02125-3393, 617 287-7900, or E-mail to dce@umbsky.cc.umb.edu.

The courses below will be offered at UMass Boston this semester.

LSC 504
Reference and Information Services
●
Practical experience in the use of basic reference materials, with readings and discussion of the philosophy and administrative aspects of reference work.

Harbor
W 6:00-8:30pm
February 7-May 15
3 URI Graduate Credits
Sched No 17251-3

LSC 528
Media in the Library
●
The role of multi-media materials in library and information settings, including the selection, evaluation, organization, and utilization of audiovisual hardware and software, and introduction to emerging communication technologies.

Harbor
M 6:00-8:30pm
February 5-May 13
3 URI Graduate Credits
Sched No 17261-3

Graduate Test Preparation Courses

Graduate Test Preparation Courses

Developed in cooperation with the UMass Boston Office of Career Services, these review courses provide intensive classroom sessions covering all sections of each exam. Each course involves extensive exam practice, including a full-length practice test given under exam conditions. The courses have been scheduled in advance of the dates of tests for which students are preparing. All courses meet at the Harbor Campus. Enrollment is limited. Please register early, using the form on page 19.

Review for the Graduate Record Examination (GRE)
●
Review for the April 13 GRE
March 5-April 11
TuTh 6:00-9:00pm
Sched No 22221-3
Course Fee: $300

Review for the Graduate Management Admission Test (GMAT)
●

Review for the March 16 GMAT	*Review for the June 15 GMAT*
February 5-March 13	May 1-June 12
MW 6:00-9:00pm	MW 6:00-9:00pm
Sched No 22231-3	Sched No 22232-3
Course Fee: $300	Course Fee: $300

Review for the Law School Admission Test (LSAT)
●
Review for the February 10 LSAT
January 2-February 8
TuTh 6:00-9:00pm
Sched No 22241-3
Course Fee: $300

Math Refresher Course

For those who are either math-phobic or interested in refreshing their math skills for GMAT and GRE prep courses and exams, and other professional or educational endeavors, this course offers a review of the fundamentals of arithmetic, algebra, and geometry. Included in the course are basic math operations, word problems, graphs, quadratic equations, formula solving and manipulation, and basic concepts of geometry. Students will be introduced to the language of math. Math shortcuts will also be presented. Courses are scheduled in advance of our six-week GMAT and GRE prep course offerings. To register for this course, use the form on page 19.

Harbor
March 25-April 24
MW 6:00-8:00pm
Sched No 22211-3
Course fee: $150

Save time! • • • • • • • • • • • • • • • • Register now by mail, telephone, or fax. See page 22 for details.

The professional training programs offered by the Division of Continuing Education serve various business and professional groups, individuals seeking instruction in specialized fields or special skill development, and those who simply wish to explore new areas of interest.

Courses are taught by specialists selected by the University for their acknowledged expertise in particular areas. These programs maintain the same high standards as all other University programs. Many professional training offerings carry Continuing Education Units (CEUs). The CEU is a nationally recognized standard unit measuring participation in professional development programs. Transcripts of CEUs are permanently maintained by the University and may be used to document continuing education for employers, academic institutions, and other appropriate agencies.

Many programs are the result of the Division's cooperation with groups and institutions in the larger community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars, and welcomes proposals or suggestions for additional activities it might sponsor. For additional information about how Continuing Education might help your group, please contact Jack Hughes at 617 287-7290 or E-mail to dce@umbsky.cc.umb.edu.

Alcoholism/Chemical Dependency Treatment Services

Participants in the Alcoholism/Chemical Dependency Treatment Services Program will:

- acquire classroom and field experience in the various approaches to treating alcoholism/chemical dependency.
- become familiar with the management and operation of alcoholism/chemical dependency rehabilitation centers and programs;
- learn how to assess community needs and how to act as leaders in alcoholism/chemical dependency treatment services and administration.

The program consists of five courses and a practicum (with a required pre-practicum workshop). Each course carries three Continuing Education Units (CEUs); the pre-practicum workshop carries two CEUs; the practicum carries ten CEUs. Each participant completing the program receives a certificate.

Please note: Enrolling in any course, workshop, or practicum requires the permission of the program director.

The following five courses, pre-practicum workshop, and practicum are required.

The Use of Alcohol and Other Drugs in Society

●

This course surveys the broader problems caused by the use and abuse of alcohol and other drugs in modern society. It draws upon intra- and intercultural comparisons in emphasizing the magnitude of the alcohol and drug addiction problem, and presents and analyzes normative data. Part of the course is given to a study of the physiological consequences of abusive drinking and drug taking. The course will also consider poly-drug abuse, the family of the alcoholic or substance abuser, Alcoholics Anonymous, and the relationship of the criminal justice system to alcoholism/chemical dependency rehabilitation. Participants will visit examples of the six kinds of agencies making up the community-based treatment system: the shelter, the detoxification unit, the halfway house, the in-patient center, the outpatient center, and the outreach program.

S 9:00-11:00am
January 27-May 11
Sched No 11211-3, 3 CEUs
Fee: $390 ($310 course fee plus $80 materials fee)

The Delivery of Alcoholism/Chemical Dependency Treatment Services

●

This course gives participants an overview of the system that provides alcoholism/chemical dependency treatment services. The course examines the organization and function of each type of treatment facility and the ways in which a continuum of care can be provided by a network of different facilities. The course also considers the methods counselors use to determine which levels of care and which facilities will be most helpful to addicted persons.

S 11:00am-1:00pm
January 27-May 11
Sched No. 11221-3, 3 CEUs
Fee: $390 ($310 course fee plus $80 materials fee).

Counseling the Alcoholic and Other Chemically Dependent Persons

●

This course will offer participants an opportunity to become familiar with the techniques and strategies associated with successful treatment of the addicted individual. Definitions and etiologies of alcoholism and chemical dependency, and the psychology of the dependent person, will be explored and related to the process of treatment. Participants will also receive procedures and skills that have been found to be most useful in alcoholism/chemical dependency treatment.

S 1:00-3:00pm
January 27-May 11
Sched No. 11231-3, 3 CEUs
Fee: $390 ($310 course fee plus $80 materials fee)

Pre-Practicum Workshop

●

The pre-practicum is an intensive two-day learning experience designed to bridge the gap between the academic knowledge imparted through the core courses and the hands-on experience of the field practicum. Participants engage in role-playing sessions that allow them to practice basic counseling skills found useful in treating alcoholism/chemical dependency.

Schedule by arrangement with program director
Sched No. 11241-3, 2 CEUs
Fee: $250

Psychopharmacology

●

This course introduces the participant to the basic principles of pharmacology, anatomy, and physiology. These principles are applied to an examination of the major classes of psychoactive drugs, including those commonly subject to abuse.

W 7:30-9:30pm
January 31-May 15
Sched No 11261-3, 3 CEUs
Fee: $390 ($310 course fee plus $80 materials fee)

Family Alcoholism and Chemical Dependency Treatment

●

This course will provide an overview of the role of alcoholism/chemical dependency in the family system and the various intervention and treatment approaches used in assisting families troubled by alcoholism or chemical dependency. Participants will explore the functions of self-help groups in the recovery process and how these groups differ from professional helping models. The unique roles played by family members and how these roles relate to recovery will be emphasized throughout the course.

W 5:00-7:30pm
January 31-May 15
Sched No 11251-3, 3 CEUs
Fee: $390 ($310 course fee plus $80 materials fee)

Practicum in Alcohol/Chemical Dependency Rehabilitation

●

Participants enrolled in the practicum work under supervision in licensed alcoholism/chemical dependency treatment facilities with people in need of treatment. The program director helps each participant make arrangements for a practicum suited to his or her needs. Participants currently employed in treatment facilities are encouraged to do their practica where they work. Participants not so employed find places in detoxification centers, recovery homes, outpatient clinics, court clinics, hospital-based programs, and other such facilities. Some participants choose management internships in treatment facilities or in federal, state, or independent research organizations.

Schedule by arrangement with program director.
First meeting: Saturday, January 27, 9:00am
Sched No 11271-3, 10 CEUs
Fee: $1,300 ($1,210 course fee plus $90 materials fee)

The following course, although not required for the certificate in Alcoholism/Chemical Dependency Treatment Services, is strongly recommended for persons working in the treatment of alcoholism/chemical dependency. The course is taught by John Finneran, principal psychologist at Worcester State Hospital.

Dual Diagnosis: Mental Illness and Substance Abuse

●

This course will present an integrated approach to the diagnosis and treatment of persons who have both mental illness and substance abuse disorders. Psychiatric topics to be covered include schizophrenia, depression, bipolar disorder, psychological trauma and dissociative disorders, defense mechanisms, psychiatric medication, assessment of mental status, and individual and group treatment. Substance abuse topics will include alcoholism and drug addiction, 12-step self-help groups, relapse prevention, dynamics of stage change, assessment and intervention strategies, and individual and group treatment approaches.

W 7:30-9:30pm
January 31-May 15
Sched No 11281-3, 3 CEUs
Fee: $390 ($310 course fee plus $80 materials fee)

Further information about registration requirements or any other aspect of the program is available from Jack Shea, Director, Alcoholism/ Chemical Dependency Treatment Services Program, Division of Continuing Education, University of Massachusetts Boston, 100 Morrissey Blvd., Boston, MA 02125-3393; tel 617 287-7895; E-mail dce@umbsky.cc.umb.edu.

English as a Second Language Program

The English as a Second Language (ESL) Program is an open enrollment program. It is designed for non-native English speakers who seek to attain higher proficiency in the English language as well as better communication and language learning skills. Instruction integrates listening, speaking, reading, and writing.

The content and methods adopted in each section are carefully selected on the basis of the students' personal and professional interests, needs, and backgrounds. The program's goal is to provide a practical forum for language development, where participants can work on their individual language needs while contributing their strengths and experience to create a supportive, cooperative learning environment for all.

Needs Assessment and Course Placement

•

In order to ensure that program participants are placed in the most appropriate course for their English proficiency level, learning needs, and interests, all registrants must attend a needs assessment session. The needs assessment session consists of a diagnostic test of English, an interview with a program instructor, and a writing sample. Needs assessment sessions will be held on the starting date for each course, as listed below.

When registering, students should select the course which seems most appropriate for their own needs and interests based on the descriptions below. On the basis of assessment session results, participants will either be confirmed in the course they registered for or placed in a more appropriate class.

English As a Second Language I

•

This course is for students at a high-beginner to low-intermediate level of proficiency in English. Typically, students placed in ESL I have some knowledge and understanding of basic English, but experience difficulty communicating in day-to-day situations. Instruction typically includes a review of basic grammar, integrated with intensive practice in listening comprehension, oral expression, reading, writing, and pronunciation. Oral communication and the development of language learning strategies are highly emphasized. Students are exposed to a variety of reading and audio-visual materials in topics selected to reflect the needs and interests of all participants. Classroom activities will usually include group discussions, pair work, role-plays, and simulations.

TuTh 6:00-8:00pm
February 22-May 9
Harbor Campus
Sched No 19211-3
Fee: $370

English As a Second Language II

•

This course is for students at a low- to high-intermediate level of proficiency in English. As a rule, ESL II students have a functional command of English in most day-to-day situations, as well as a good grasp of basic English grammar and vocabulary. They may still have difficulty expressing themselves effectively in more complex communicative situations, especially in professional or academic environments. Instruction includes a brief review of basic grammar leading to instruction and practice in advanced grammar, including complex structures, verb tenses, and word form. Instruction integrates all language skills, relying heavily on homework assignments for reading and writing, while emphasizing oral communication in the classroom. The curriculum includes a variety of reading and audio-visual materials selected to reflect the participants' needs and interests. Classroom activities usually include group discussions, debates, simulations, and oral presentation; writing assignments are given regularly.

TuTh 6:00-8:00pm
February 20-May 9
Harbor Campus
Sched No 19221-3
Fee: $370

English As a Second Language III

•

This course is for students with a high-intermediate to advanced command of both written and oral English. ESL III students can already function independently in most professional and academic situations. Instruction includes training in professional communication focusing on the participants' individual career needs. Typically, the curriculum focuses on both oral and written communication for the enhancement of professional performance. It also addresses language development needs, such as grammar, vocabulary, and pronunciation as needed, depending on participants' level of difficulty in dealing with course materials and assignments. Reading and writing assignments are given on a regular basis, and oral presentations related to the participants' professional experience are usually required.

MW 6:00-8:00pm
February 21-May 13
Harbor Campus
Sched No 19231-3
Fee: $370

TOEFL Preparation

•

This course is designed to give students preparing for the Test of English as a Foreign Language (TOEFL) greater familiarity with the test format, to review and expand their knowledge of English grammar and vocabulary, and to improve other language skills tested. The curriculum will aim at developing students' test-taking strategies and language skills for TOEFL score improvement; strong emphasis will be placed on sample testing and post-test analysis.

W 6:00-9:00pm
February 21-May 8
Harbor Campus
Sched No 19241-3
Fee: $370

Professional Communication Program

The Professional Communication Program is designed for non-native English-speaking professionals in all areas and positions requiring effective oral and written communication. The program's curriculum focuses on the development of better communication skills to enhance professional performance, whether in business, public administration, health, academic research, community service, or other professional environments. Program instruction is based on the premise that through a better understanding of the communication process, and systematic analysis and practice of communication acts, individuals can improve their professional performance.

Instruction integrates theoretical principles in communication, professional content, and intensive practice of communication skills. Each course is specially designed to provide materials and activities which reflect the needs, interests, and back-grounds of individual students. Classes are conducted in a forum format, where all participants are encouraged to contribute their inquiries, personal experience, and individual strengths, promoting a cooperative learning environment where all participants can learn from and with each other. Language and study skills will be addressed to a greater or lesser extent, depending upon the participants' needs.

Needs Assessment and Course Placement

•

In order to ensure that program participants are placed in the most appropriate course for their English proficiency level, learning needs, and interests, all registrants must attend a needs assessment session. The needs assessment session consists of a diagnostic test of English, an interview with a program instructor, and a writing sample. Needs assessment sessions will be held on the starting date for each course, as listed below.

When registering, students should select the course which seems most appropriate for their own needs and interests based on the descriptions below. On the basis of assessment session results, participants will either be confirmed in the course they registered for or placed in a more appropriate class.

Writing for Professionals

•

This course aims to improve participants' written communication skills, increasing their effectiveness in producing the kinds of writing required in their professional environments—memos, reports, proposals, different types of business letters, and resumes. Course instruction is based on an initial survey of the different written communication needs and problems course participants encounter in their professional environments. The curriculum combines the study of relevant professional communication theory with intensive writing practice. In addition, the course closely examines the writing process, addressing participants' individual needs in such areas as logical reasoning, organization, persuasion, information gathering, documentation, etc. Strong emphasis is placed on both instructor feedback and peer group review of written work.

MW 6:00-8:00pm
February 21-May 13
Harbor Campus
Sched No 19251-3
Fee: $370

Oral Communication for Professionals

•

This course aims at developing better skills for oral communication in professional situations. Instruction focuses on the theory and practice of oral presentations, interpersonal communication, effective listening, interviewing, group communication, and negotiation skills. The course will emphasize each area to a greater or lesser extent, depending on the needs and interests of participants. This course is especially indicated for individuals whose professional performance depends on strong oral communication skills, but who, for lack of practice or confidence, do not feel totally comfortable speaking up before audiences, in meetings, or interpersonally in professional settings. The course adopts a forum format, and classes will usually include discussions, simulations, oral presentations, videotaping, and other activities designed to engage all participants in active oral communication.

TuTh 6:00-8:00pm
February 20-May 9
Harbor Campus
Sched No 19271-3
Fee: $370

Note: All courses in the English as a Second Language Program and the Professional Communication Program are offered on the basis of minimum enrollment. When necessary and appropriate, classes may be merged to meet minimum enrollment requirements.

For further information, contact:
Alex Oliveira, Program Coordinator
Division of Continuing Education
Professional Training Programs
100 Morrissey Blvd.
Boston, MA 02125-3393
617 287-7298
E-mail: dce@umbsky.cc.umb.edu

The Certificate Program in Government Auditing (Fall Only)

This two-semester professional development sequence leads to a certificate in government auditing recognizing 66 instructional hours (6.6 CEUs). It is designed for those holding entry- to middle-management-level positions in government auditing and those wishing to prepare themselves for careers as government auditors. Subject material will be examined through lectures, discussions, case studies, and exercises. The principal modules of the sequence are:

Government Structure and an Introduction to Government Auditing

•

The initial sessions of the program examine the structure of government at the federal, state, and local levels, paying particular attention to the financial and functional interrelationships between the levels of government and the branches within those levels. The program then presents an overview of the different types of government audits. The Generally Accepted Government Auditing Standards (GAGAS) to be followed by government auditors in conducting those audits are emphasized.

For more information • • • • • • • • • • **If you have questions about any of the courses or programs described in this bulletin, call 617 287-7900 or E-mail to dce@umbsky.cc.umb.edu.**

The Audit Process

•

The applications of GAGAS field work standards are examined, and practical approaches to applying those standards are discussed. Equal emphasis is given to the technical and personal skills needed in modern government auditing. Requirements common to financial and performance audits will be examined.

Audit Reports and Findings

•

The final sessions of the program examine the reporting requirements for auditors conducting financial and performance audits under GAGAS, emphasizing effective written communication by auditors through audit reports and audit findings.

Review and Examination

•

The program ends with a review session followed by a comprehensive examination.

Further information about the Professional Development Sequence in Government Auditing is available from the University of Massachusetts Boston, Division of Continuing Education, Professional Training Programs, 100 Morrissey Blvd., Boston, MA 02125-3393, 617 287-7290; fax 617 287-7297; E-mail dce@umbsky.cc.umb.edu.

The Certificate Program in Managing Government Audits (Fall Only)

This two-semester professional development sequence leads to a certificate in government audit management recognizing 66 instructional hours (6 CEUs). The program is designed for those in public, private, and government audit organizations holding middle- to upper-management positions in government auditing and those with audit experience wishing to prepare themselves for a career as managers of government audits within such organizations. The program consists of three-hour classes meeting one evening a week for twenty-one weeks over two semesters. It is divided into two principal modules:

The Audit Manager As Leader

•

This module is based upon the management model of planning, decision making, organizing, coordinating, and controlling. Management of the audit organization as a service organization with intellect as its core resource, as well as management responsibilities under the General and Fieldwork Standards of the Generally Accepted Government Audit Standards (GAGAS), are examined.

The Audit Manager As Communicator

•

This module examines specific issues related to the manager's role as a communicator: the function of communication (gathering vs. disseminating), the audience to which it is addressed (internal or external), the form of the communication (oral or written), and the nature of communication (formal or informal). These issues are explored within the context of the manager's responsibilities under the General and Reporting Standards of GAGAS.

A three-hour comprehensive examination will be administered after completion of the second module. Passage of the examination is required for completion of the program.

Further information about the Professional Development Sequence in Government Audit Management is available from the University of Massachusetts Boston, Division of Continuing Education, Professional Training Programs, 100 Morrissey Blvd., Boston, MA 02125-3393, 617 287-7290; fax 617 287-7297; E-mail dce@umbsky.cc.umb.edu.

The Certificate Program in Human Resource Management (Fall Only)

This two-semester professional development sequence, co-sponsored by the Department of Management/ Human Resources Management Area and the Division of Continuing Education, consists of eight modules. The modules are designed to support the activities and careers of human resource professionals. Certificates will be awarded to participants who complete all eight modules.

Strategic Human Resource Development

•

The decisions and activities of human resource managers are key elements in determining a firm's strategic objectives and overall success. Participants will learn how to improve their strategic thinking and decision-making skills, as well as the problem-solving techniques that support well-managed organizations.

Labor and Employment Law

•

This comprehensive module will review important legislation and court cases governing the rights of workers and the employee-related responsibilities of organizations. Issues to be discussed include immigration, AIDS, smoking policies, sexual harassment, managerial liability, changes in EEO requirements (including the Civil Rights Act of 1991), and NLRB rules on health care bargaining units.

Cultural Diversity in the Workplace

•

This module provides an overview of the organizational challenges created by a culturally diverse workplace and offers suggestions to managers on how to meet those challenges. Suggestions focus on changes in policies and practices and training and development initiatives.

The Certificate Program in Human Resource Management (Fall Only) (continued)

Plain Writing, Plain Speaking: Communication Skills for Managers

●

If you have ever had to face the task of making a formal oral presentation or producing clear, concise and coherent memos and reports under the pressures of short deadlines and limited staff, this module is for you. Participants will be provided with practical strategies for speaking and writing as well as useful techniques for overcoming common presentation problems.

Budgeting and Finance for Human Resource Professionals

●

This intensive module is designed to increase your expertise in the techniques of financial analysis. Participants will learn how to interpret financial statements and prepare effective financial plans. Your success as a manager depends on your ability to contribute to the bottom line, so become fluent in financial management.

Social Responsibility, Ethics, and the Human Resource Professional

●

What is social responsibility and what do ethics have to do with an individual's job? This module will serve as a guide through the maze of issues involving responsibility and organizational ethics, and will provide HR professionals with practical insights into ethically resolving business issues and problems.

Strategic Compensation Management

●

Compensation systems are an integral part of an organization's competitive strategy. The purpose of this module is to provide a tactical understanding of the link between alternative pay and benefit programs and the achievement of short and long term objectives of an organization.

Interest-Based Negotiations for Mutual Gain

●

Can collective bargaining result in mutual gain of both labor and management? In this module, participants will learn that the answer is an emphatic yes! Interest-based negotiations focus on satisfying the mutual interests and objectives of those on both sides of the negotiating table.

Further information about the Professional Development Sequence in Human Resource Management is available from the University of Massachusetts Boston, Division of Continuing Education, Professional Training Programs, 100 Morrissey Blvd., Boston, MA 02125-3393, 617 287-7290; fax 617 287-7297; E-mail dce@umbsky.cc.umb.edu.

The Certificate Program in Corporate and Promotional Communication (Fall Only)

This two-semester professional development sequence leads to a certificate in corporate and promotional communication, recognizing 10 CEUs. It is designed for anyone wishing to acquire or improve the skills needed for creating attractive and effective promotional and corporate communication materials. In conjunction with the University's Cooperative Education/Internship Office, the program offers real-life experience to participants who work on projects contracted by actual clients. In addition to the opportunity for skill development, the program provides participants with sample pieces for their portfolios and access to a network of potential employers. The principal modules of the sequence are:

Copyediting and Proofreading

●

This module covers the fundamentals of copy-editing and proofreading for those whose goal is to produce a newsletter or other small publication; it also reviews English skills. Students learn through practical exercises how to ensure clear, concise copy.

Basic Newsletter Writing

●

Primary focus on two basic journalistic skills: how to gather information and how to present it in a way that will attract and hold the reader's interest.

Introduction to PageMaker

●

The basics of PageMaker, a desktop publishing and layout program which combines writing and editing tools with graphic design tools. Using the Macintosh computer, students learn to create publications ranging from brochures to magazines. Familiarity with PC word processing is recommended.

Promotional Writing

●

Promotional writing is writing designed to produce positive feelings toward an idea, organization, program, or product. This module will cover the fundamentals of research, refining the "sales message," writing to the point and for the point, and rewriting for clarity and brevity. Participants will prepare promotional copy for an actual client.

Layout and Design

●

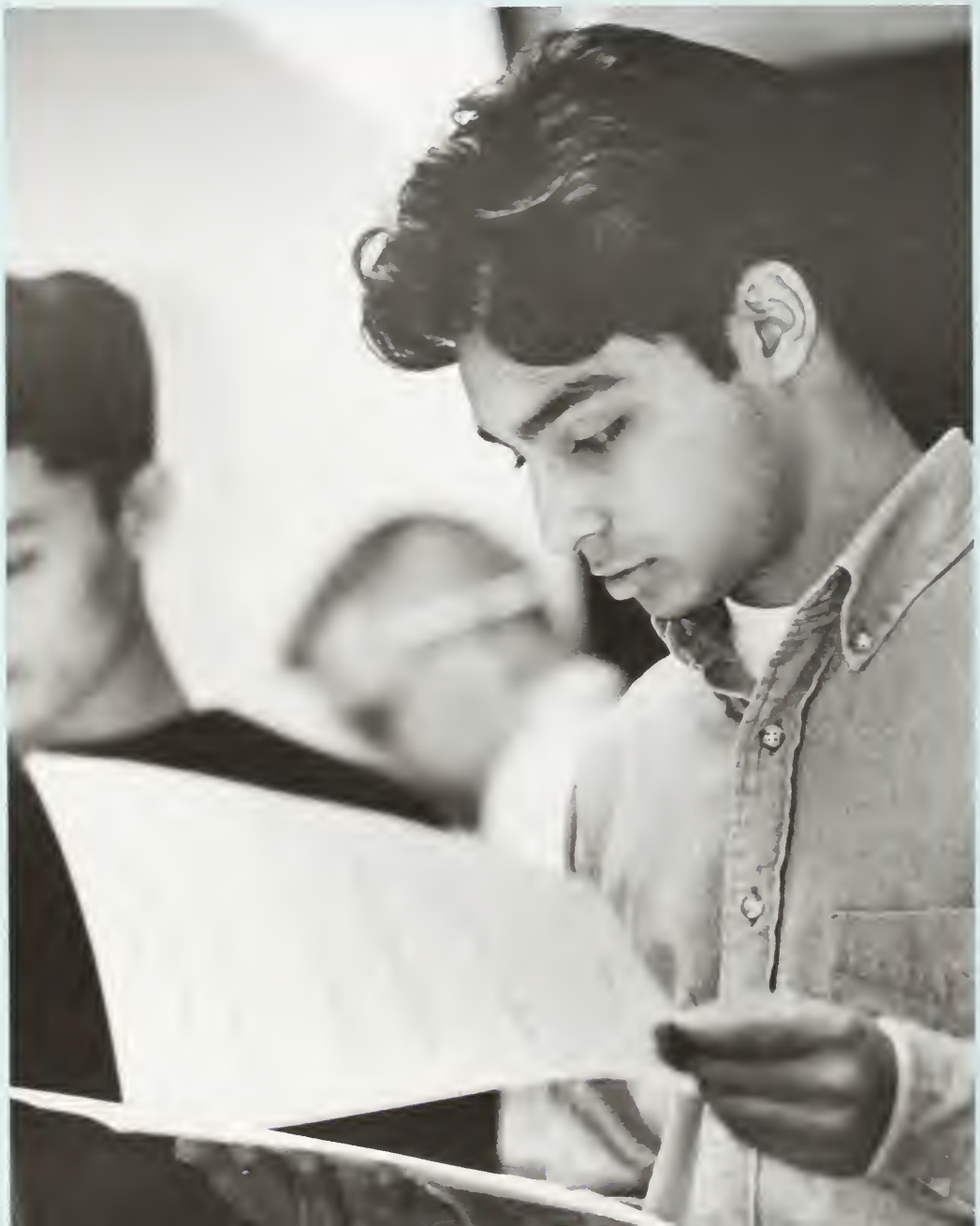
This module covers the fundamentals of layout and design for such publications as newspapers, journals, newsletters, brochures, and other promotional material. It will familiarize participants with typography and the integration of text and graphics. Participants will confer with an actual client on layout and design.

Newsletter Production

●

This module covers the fundamentals of creating newsletters for businesses and other organizations. The focus will be on hands-on training through writing, design, and production of a newsletter for a client. Topics include the basics of newsletter journalism, page layout using Aldus PageMaker on the Macintosh computer, and the features and costs of various production options.

Participants seeking additional information about the program should contact Carole Remick, University of Massachusetts Boston, Coop-Internship Office, University Advising Center, 100 Morrissey Blvd., Boston, MA 02125-3393; tel 617 287-7932.



Special Journalism and Communication Courses

Feature Stories: Developing a Personal Writing Style

●

This course will explore methods of developing a personal style and attitude for feature stories for newspapers and magazines. Students will submit pieces for review with the goal of finding the individual writer's voice within the context of the news feature story. Substantial written pieces of varying length and focus will be assigned.

Th 7:00-9:00pm
February 8-April 11
Harbor Campus
Sched No 17321-3
Course Fee: $325

Copyediting, Proofreading, and Headline Writing

●

This five-week course covers the fundamentals of copyediting and proofreading. It also reviews English skills including grammar, elements of style and punctuation, and basic editing procedures. Students will also study the basic skills of writing precise headlines.

Th 7:00-9:00pm
April 18-May 16
Harbor Campus
Sched No 17331-3
Course Fee: $175

Introduction to PageMaker 5.0

●

The basics of PageMaker, a desktop publishing and layout program which combines writing and editing tools with graphic design tools. Using the Macintosh computer, students learn to create publications ranging from brochures to magazines. Familiarity with PC word processing is recommended.

Th 6:30-8:30pm
February 8-April 11
Harbor Campus
Sched No 17311-3
Course Fee: $325

For additional information about these courses , contact Carole Remick, University of Massachusetts Boston, Coop-Internship Office, University Advising Center, 100 Morrissey Blvd., Boston, MA 02125-3393; tel 617 287-7932.

Registration and Payments for Professional Training Programs

For your convenience, the following registration options are available for the Division of Continuing Education's professional training programs. To avoid paying a $25.00 late registration fee, you must register at least one week before the course starting date.

Payments for telephone or fax registrations must be made through a MasterCard, VISA or Discover Card account.

To register by telephone:

1 Fill out the registration form below and be ready to refer to it during your call.

2 Call 617 287-7916 (Monday through Thursday: 8:30am-6:00pm, Friday: 9:00am-4:00pm).

To register by fax:

Fill out the registration form below and fax it to 617 287-7922. This line is open twenty-four hours a day, seven days a week.

To register by mail:

Send a completed registration form along with appropriate fees (MasterCard, VISA, Discover Card, or check) to UMass Boston, Continuing Education, Box NC, 100 Morrissey Blvd., Boston, MA 02125-3393.

To register in person:

Bring a completed registration form to the Continuing Education Registration Center at the Harbor Campus (Wheatley Hall, 2nd Floor, Room 211) during the following times: M-Th, 8:30am-6:00pm; F, 9:00am-4:00pm. If you are planning to pay in cash, please look at the instructions on page 21 first.

No matter how you register, you will receive written confirmation of your registration about a week after your registration is processed.

A student who withdraws from a professional training course will be granted a refund according to the schedules and procedures outlined on page 22.

Waivers are accepted according to the course fee waiver policy described on page 21. (Please note that waivers apply only to the course fee. Lab, material and all other fees must be paid in full.)

If you have any further questions, call us at 617 287-7900.

Registration Form • Professional Training Programs

Please Print

Use this form to register for:

- Alcoholism/Chemical Dependency Treatment Services Program
- Professional Communication Program
- English as a Second Language Program
- Special Journalism Courses
- Library Science Program
- Test Preparation

CE Staff Initials

Date Stamp

Social Security #: ___ – ___ – ____

Name Last First Middle Initial

Address No. & Street City State Zip

Daytime Phone ( ) **Evening Phone** ( )

Sex ◯ Male ◯ Female **Date of Birth** Month Day Year

Current UMass Boston student?
◯ Non-Matriculated ◯ Matriculated Major
◯ Undergraduate ◯ Graduate

Student at other college or university?
◯ Yes ◯ No
If yes, where?

Ethnic Survey Information. Please circle appropriate letter.
A. American Indian/Alaskan Native
B. Black Non-Hispanic
C. Asian or Pacific Islander
D. Hispanic
E. Non-resident Alien
F. White Non-Hispanic
G. Other
H. Do not wish to report

This is your only record of your registration transaction!! Please retain a copy for your records

Course Selections

Sched. No.	Title	Starting Date	Course Fee	Lab Fee	Total
____ – __				+ =	
____ – __				+ =	
____ – __				+ =	
____ – __				+ =	
____ – __				+ =	

For Office Use Only

Please calculate payment below:

Course and Lab Fees (total)

Total Payment Enclosed

Full payment must accompany all registrations

Method of Payment
◯ VISA ◯ MasterCard
◯ Check ◯ Discover Card
◯ Waiver ◯ Bill Company/Agency

Send checks
(payable to UMass Boston) to:
UMass Boston
Continuing Education, Box NC
100 Morrissey Blvd.
Boston, MA 02125-3393
Fax: 617 287-7922

Method of Registration
◯ Mail ◯ FAX
◯ Phone ◯ Walk in

MasterCard, VISA, and Discover Card Only

You may pay fees through one of these three credit cards. To do so, please provide the information requested.

____ - ____ - ____ - ____
Account Number

Expiration Date

Student Signature

Cardholder's Name
If a student is eligible for a refund, the refund will be made only as a credit to a MasterCard, VISA, or Discover Card account.

Authorization #

Certified by

Bill Company/Agency Only

The University of Massachusetts Boston Division of Continuing Education will accept approved company/agency purchase orders for payment of fees. If you would like to make use of this service please provide the information requested and submit with billing documentation attached.

Company/Agency Name

Billing Address No & Street

City State Zip

Authorized Signature

Purchase Order Number

6 Ways to Learn More About UMass Boston

1 Explore our curriculum.

You can take any UMass Boston course without enrolling in a degree program, as long as you meet the prerequisites and space is available. Hundreds of undergraduate and graduate courses are scheduled on weekdays and weekday evenings at the Harbor Campus. Spring '96 classes start January 29. For schedule and registration information about these courses, call 617-287-6000.

2 Come to an Information Session.

We conduct general information sessions (about one hour long) for those interested in the undergraduate programs of our College of Arts and Sciences, College of Management, and College of Nursing. These sessions will be offered from early February through mid-May. They are scheduled on Mondays at 5:30pm, Wednesdays at 9:30am, and Thursdays at 3:00pm. (Come to the Undergraduate Admissions Office, first floor, Quinn Administration Building.)

3 Take a guided tour.

Tours of the Harbor Campus (about one hour long) will leave from the Undergraduate Admissions Office Mondays at 10:30am, Tuesdays at 10:00am, Wednesdays at 10:30am, Thursdays at 2:00pm, and Fridays at 10:30am, from early February through mid-May.

4 Attend a CPCS admissions seminar.

Seminars for people who are interested in our College of Public and Community Service will take place most Tuesdays at 9:00am and 6:00pm from mid-January to the end of July in the Undergraduate Admissions Office.

6 Call 617 287-6000.

We'll send information and application materials, and we'll do our best to answer any questions you may have about attending UMass Boston. (TTY/TDD number for the hearing-impaired: 617 287-6010.)

6 Send us this coupon.

We'll be glad to respond. Return the coupon to:
The Admissions Information Service
University of Massachusetts Boston
100 Morrissey Boulevard
Boston, MA 02125-3393

Name

Number and street

City, state, zip

Month and day of birth (for coding only)

Program of particular interest (please indicate whether graduate or undergraduate)

Please note!

Before coming to an information session, tour, or CPCS seminar, please call 617 287-6102 to confirm the schedule. To reach the University by car, take the Southeast Expressway to exit 14 (northbound) or exit 15 (southbound) and follow the signs. On the MBTA, take a Red Line train to JFK/UMass station and ride our free shuttlebus the rest of the way.

Academic Programs at UMass Boston

Undergraduate and graduate programs at UMass Boston are offered through the University's five academic units: the College of Arts and Sciences, the Graduate College of Education, the College of Management, the College of Nursing, and the College of Public and Community Service. Our undergraduate programs are listed below according to the colleges that administer them. Our graduate programs are listed in a separate group.

College of Arts and Sciences

Major Degree Programs
Anthropology*
Anthropology and History
Art
Biochemistry
Biology*
Biology and Medical Technology
Black Studies*
Chemistry*
Classical Studies*
Computer Science
Economics*
Engineering Physics
English*
Ethics and Social and Political Philosophy
French*
Geography*
German*
Greek
Greek and Latin
History*
Italian*
Latin
Mathematics (Pure or Applied)
Music*
Philosophy*
Philosophy and Public Policy
Physics*
Political Science*
Psychology*
Psychology and Sociology
Russian*
Sociology*
Spanish*
Theatre Arts*
Women's Studies*
*Students in the College may minor in these disciplines, and also in dance and management.

Programs of Study
Alcohol and Substance Abuse Studies*
American Studies
Biobehavioral Studies
Biology of Human Populations*
Communication*
Computer Science*
Creative Writing*
East Asian Studies
Engineering
European Studies
Geographic Information Technologies*
Health Care Studies*
Honors
Hydrogeology*
International Relations*
Irish Studies
Latin American Studies
Linguistics
New England Historical Archaeology*
New England Prehistoric Archaeology*
Pre-medical Studies*
Professional Writing*
Public Policy*
Study of Religion
Science, Technology, and Values
Technical Writing*
Translation (Spanish; summer only)*
Women's Studies*
*Open to students not enrolled in degree programs.

Special Course Groupings
Armenian Studies
Chinese Language and Literature
Humanities
Interdisciplinary Studies
Japanese Language and Literature
Portuguese Studies

College of Management

Concentrations
Accounting
Entrepreneurship and Small Business Management
Finance
General Management
Human Resources Management
International Management
Management Information Systems
Management Information Systems and Operations Management
Marketing
Operations Management for Quality and Competitiveness

Certificate Programs
Accounting*
Management Information Systems*
*Open to students not enrolled in degree programs.

College of Nursing

Major Programs
Nursing
Nursing for RNs
Human Performance and Fitness*
*Majors may concentrate in exercise physiology, athletic training, or teacher preparation (K-9 and 5-12). The College also offers minors in coaching, human performance and fitness, and teaching human performance and fitness in the elementary classroom.

College of Public and Community Service

Career Concentrations
Adult Training in Human Services
Community Energy Planning
Community Planning
Community Planning and Management
Community Service Management
Criminal Justice and Public Safety
Gerontology*
Human Development in Community
Human Services
Human Services Advocacy
Human Services in Criminal Justice
Human Services Planning
Labor Studies*
Legal Education Services*
Legal Practice in Criminal Justice
Management of Human Services
Management of Legal Institutions
*Open to students not enrolled in degree programs.

Undergraduate Teacher Preparation

Students interested in teaching careers may enroll in the College of Arts and Sciences, the Human Performance and Fitness Program of the College of Nursing, or the College of Public and Community Service. These students choose a major or concentration from those listed on this page; the University's Teacher Preparation Program will provide additional course work in education, through which they can prepare for certification at the early childhood, elementary, and secondary levels.

Graduate Studies

Programs and Tracks
American Studies (MA)
Applied Physics (MS)
Applied Sociology (MA)
Bilingual Education (MA)
Biology (MS)
Biotechnology and Biomedical Science (MS)
Business Administration (MBA)
Chemistry (MS)
Clinical Psychology (PhD)
Computer Science (MS,PhD)
Counselor Training (MEd, CAGS)
Critical and Creative Thinking (Certificate, MA)
Dispute Resolution (Certificate, MA)
Education, Elementary and Secondary (MEd, Teacher Certification)
Education/Higher Education Administration (EdD)
Education/Leadership in Urban Schools (EdD)
Educational Administration (CAGS, MEd)
Educational Technology (Certificate)
English (MA)
English as a Second Language Studies (MA)
Environmental Sciences (MS, PhD)
Environmental Sciences/ Environmental Biology (PhD)
Gerontology (PhD)
History (MA)
History/Archival Methods (MA)
History/Historical Archaeology (MA)
Human Services (MS)
Instructional Design (MEd)
Nursing (MS)
Nursing: RN-to-MS Program (MS)
Nursing and Business Administration (MS/MBA)
Public Affairs (MS)
Public Policy (PhD)
School Psychology (MEd, CAGS)
Special Education (MEd)
Women in Politics and Government (Certificate)

Fees and Payments for Off-Campus and Saturday Courses

Course Fees

Undergraduate	$130 per credit
Graduate	$145 per credit

Note: The standard course fee for a 1-credit undergraduate course is $130; for a 3-credit course, $390. In a few cases, however, a course fee may be calculated differently because of special costs or a subsidy. In these cases, the course fee is always included as part of the course description.

Lab Fees and Special Course Fees

Lab fees must be paid for certain courses, as indicated in the schedule listings. The lab fee for each course must be paid at the time of registration.

A few courses require special additional fees, which must also be paid at the time of registration. These fees are indicated in the schedule listings.

Service Fees

All service fees are mandatory except where otherwise noted.

Registration Fee	$20 (non-refundable*)
Educational Service Fee	10
Transcript Fee	3 (for non-matriculated students)
Late Registration Fee	25 (when applicable; non-refundable*)
Returned Check Fee	25 (when applicable)

*Unless a course has been canceled by the University, the $20 Registration Fee and the $25 Late Registration Fee are not refundable.

Payments

Students must pay course and service fees in full before their registrations will be accepted. No payment will be accepted after the add/drop deadline. Students may use the following methods to make payment:

Check

•

Please make checks payable to "University of Massachusetts Boston."

Payment of course and service fees with a check that is subsequently returned by our bank will result in administrative withdrawal, an additional returned check fee of $25, and referral to a collection agency, which may result in liability for the payment of a collection fee.

MasterCard, VISA, or Discover

•

The University will accept payment by MasterCard, VISA, or Discover for all Continuing Education course and service fees. Please fill out the appropriate section of the registration form.

Cash

•

Cash payments are made only at the Bursar's Office (Quinn Administration Building, second floor; M-F, 9:00am-3:30pm.) After your completed registration form has been verified at the Continuing Education Registration Center (Wheatley Hall, second floor, room 211), you should make a cash payment at the Bursar's Office, where you will be given a receipt. You should then return to the Continuing Education Registration Center and submit the receipt along with your registration form. Registration is not official until this receipt has been submitted.

Payment by Outside Agencies

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If the student's charges are to be paid by an outside agency, a payment authorization from that agency must accompany his or her registration. Students are reminded that they are liable for course and service fees in the event that the sponsoring agency does not pay them. The Division of Continuing Education cannot accept payment arrangements through Academic Management Services (AMS).

Course Fee Waiver Policy

The Division of Continuing Education will accept course fee waivers for those persons meeting the eligibility requirements described below, providing the courses they wish to take are adequately supported by fees from paying students, and providing space is available. Credit course fee waiver policies apply only at the standard rate of $130 per undergraduate credit and $145 per graduate credit. Thus, in the case of a credit course with extraordinary costs necessitating a higher than standard course fee, course fee waivers will be granted for only the amount of the standard course fee. Non-credit waivers apply only to the instructional cost of the course or program; the materials and other costs associated with non-credit courses or programs must be paid in full. Registration fees, service fees, and other mandatory fees, except in the case of senior citizens, must be paid in full. Anyone eligible for course fee waivers must submit documentation when registering; waivers cannot be used retroactively.

Qualified *veterans* are eligible for course fee waivers under the following conditions:

1 The course for which they are using the waivers must be a credit-bearing course offered by a UMass Boston degree or certificate program.

2 They must not previously have had more than 130 credits of course fees waived.

3 If they did not enter service while residing in the Commonwealth of Massachusetts, they must file an affidavit under oath attesting to their having resided in the Commonwealth for two consecutive years immediately preceding enrollment.

4 They must have their registration form approved by UMass Boston's Veterans Affairs Office (tel. 617 287-5875).

Senior citizens are eligible for a waiver of all fees upon submission of an acceptable document indicating that the registrant is 60 or older.

Full-time state employees are eligible for a 50% course fee waiver upon submission of a properly completed "Certificate of Eligibility" at the time of registration.

Full-time employees of public higher education, their spouses, and their dependent children are eligible for a 50% course fee waiver upon submission of a properly completed "Certificate of Eligibility" at the time of registration.

The Division of Continuing Education cannot honor vouchers issued to cooperating practitioners by the state-funded programs of the University of Massachusetts at Amherst, Boston, Dartmouth, Lowell, or Worcester.

This benefit is provided only to individual state employees and other eligible persons as noted above. In the case of a state department or agency cosponsoring education for its employees, the department is directly responsible to UMass Boston for the full cost of the program.

Note: Waivers may not be used for Music 185 (Private Music Lessons; see page 9) or for University of Rhode Island graduate courses in Library and Information Studies (see page 14).

Registration for Off-Campus and Saturday Courses

When to Register

Students can register beginning November 27 for all courses. The registration deadline is January 26. It is advisable to register as early as possible; early registration is the best way for students to assure themselves places in the courses of their choice.

Late registration will take place during the periods listed in the Academic Calendar. Late registration is also possible between the first class meeting and the add/drop deadline (see Academic Calendar); in this case, permission of the instructor is required. Students registering late must pay a $25 fee.

For your convenience, the Continuing Education Registration Center will extend its Saturday hours until 2:00pm on February 10, 17, and 24. You may also register late at the Braintree, Copley Square, Hanover, Wakefield, and Worcester sites Monday, February 5 through Thursday, February 8 from 6:00pm to 8:00pm.

How to Register

Students may use any of the following methods to register:

Telephone Registration

To register by telephone, call 617 287-7916 during the following hours: Monday through Thursday 8:30am-6:00pm and Friday 9:00am-4:00pm. Payment can be made only by credit card (MasterCard, Visa, or Discover). Please fill out the registration form on page 23 and be ready to refer to it before calling.

Mail or Fax Registration

To register by mail or fax, fill out the registration form on page 23. Send it with full payment to the address indicated on the form or fax it to 617 287-7922. For mail registration, payment can be made by check or credit card (MasterCard, Visa, or Discover). For fax registration, payment can be made only by credit card. Mail registrations must be postmarked by January 26. Registrations received after that date will be assessed a $25 late fee.

Walk-In Registration

Students who would rather register in person may do so on the dates and at the times listed below. Please note: You may register at any site listed for courses offered there or at any other location. If any on-site registration session is canceled due to weather conditions, it will be held on the same day and at the same time the following week.

UMass Boston Harbor Campus

- Division of Continuing Education
2nd Floor, Wheatley Hall, Room 211
Monday-Thursday, 8:30am-6:00pm; Friday, 9:00am-4:00pm; Saturday, 8:00am-12:00noon (February 10, 17, 24: 8:00am-5:00pm; March 2-May 18: 8:00am-3:00pm; closed Saturdays from December 30 through February 3)

Copley Square, Boston

- Snowden International School
150 Newbury Street
Thursday, January 18, 6:00-8:00pm

Braintree

- Braintree High School
128 Town Road
Wednesday, January 17, 6:00-8:00pm

Hanover

- South Shore Regional Vocational Technical High School
Webster Street
Tuesday, January 16, 4:00-6:00pm

Wakefield

- Northeast Metropolitan Regional Vocational High School
Hemlock Road
Tuesday, January 16, 4:00-6:00pm

Worcester

- Worcester Technical Institute
251 Belmont Street
Wednesday, January 17, 4:00-6:00pm

Payment can be made by check, credit card (MasterCard, Visa, or Discover), or cash (Note: Cash payments can only be made at the Bursar's Office). For details, see "Payments," page 21.

Note: All registrations are accepted on the basis of available space. Full payment is required before registrations are accepted.

Adding and Dropping Courses

Students may add or drop courses before the add/drop deadline (see Academic Calendar). To add or drop a course by telephone, call 617 287-7916 during the hours indicated above under "Telephone Registration." To add or drop a course in person, by mail or by fax, use a Change of Registration Form (available from the Continuing Education Registration Center, Wheatley Hall, second floor, room 211). If a student wishes to register for or add a course after the first class meeting, the appropriate form (Registration Form/Change of Registration Form) must be signed by the instructor(s) of the course(s) added, and returned to the Registration Center before the add/drop deadline (no signature is required when a course is being dropped).

Cancellations

Courses conducted through the Division of Continuing Education are supported by student course fees. No state funding is used to pay faculty salaries and meet overhead expenses. The Division must therefore cancel underenrolled courses. Before classes begin each term—generally during the week after the regular registration deadline—the Division projects enrollments according to the numbers of students already registered and decides whether to cancel courses that may be underenrolled. Students are therefore encouraged to register early.

A student who has registered for a course that is canceled may register for another course or request a refund. The course fee will be refunded in full to any student who has paid for a canceled course and does not wish to register for another course in its place. If all courses for which the student has registered are canceled, service fees will also be refunded.

Refund Eligibility

A student who drops a course will be granted a refund according to the schedule below. Non-attendance does not constitute dropping a course. Students dropping either a credit course or a non-credit course must file a Change of Registration/Refund Request Form at the Continuing Education Registration Center (Wheatley Hall, second floor, room 211).

For courses scheduled for ten or more class meetings:

Dropped before the first class meeting	100% Refund
Dropped before the second class meeting	90% Refund
Dropped before the third class meeting	50% Refund
Dropped after the third class meeting	No Refund

For courses scheduled for 6-9 class meetings:

Dropped before the first class meeting	100% Refund
Dropped before the second class meeting	80% Refund
Dropped after the second class meeting	No Refund

For courses scheduled for 1-5 class meetings:

Dropped before the first class meeting	100% Refund
Dropped after the first class meeting	No Refund

Refund Procedure

Whenever a refund is due, either because the student wishing the refund has dropped a course or because the University has canceled a course, the student must initiate the refund procedure by notifying the Continuing Education Registration Center either in person, by fax, mail, or telephone.

The amount of a refund is computed on the basis of the date the refund request is received by the Continuing Education Registration Center (if the request is mailed, the refund is computed from the postmark date).

If a student has made a payment with MasterCard, VISA, or Discover, the refund must be returned as a credit to the cardholder's account. Please be sure to provide the number of the account to be credited. Unless a course has been canceled by the University, the $20 registration fee and the $25 late fee are not refundable. Lab fees are not refundable after the first lab meeting.

Refunds of credit card payments will usually be processed within four to five business days. Refunds of payments made by check will take ten to fifteen business days.

Academic Calendar for Credit Courses

Registration begins*	November 27 (M)
Holidays	December 25 (M) January 1 (M) January 15 (M)
Registration deadline*	January 26 (F)
Late registration begins*	January 29 (M)
Off-campus classes begin	Week of February 5
Saturday classes begin	February 10 (S)
Add/drop and late registration deadline	February 24 (S)
Holidays	February 19-23 (Off-campus) March 18 (M; Copley only) March 23 (S; Harbor Campus) April 15-19 (Off-campus)
Midsemester	March 25 (M)
Pass/fail deadline**	April 13 (S)
Withdrawal deadline**	April 13 (S)
Saturday classes end	May 11 (S)
Off-campus classes end	Week of May 13
Final exams (Saturday)	May 18 (S)
Final exams (off-campus)	Week of May 20
Makeup/snow day (Saturday)	May 25
Makeup/snow day (off-campus)	Week of May 28

*For details, see page 22. Note the fee for late registrations.
**These dates may vary for certain courses. When courses have different withdrawal and pass/fail deadlines, the deadlines are noted in the course descriptions.

Directions to Sites

UMass Boston, Harbor Campus, 100 Morrissey Boulevard

Southeast Expressway (south) to Exit 15, Columbia Road; Southeast Expressway (north) to Exit 14, Morrissey Boulevard; follow signs. MBTA Red Line to JFK/UMass station; shuttlebus to campus.

Copley Square, Boston
Snowden International School, 150 Newbury Street

Newbury Street to Dartmouth Street. MBTA Green Line to Copley station.

Braintree
Braintree High School, 128 Town Road

Route 128 to Route 37 south; take Granite Street at "Five Corners" intersection; left onto Town Road.

Hanover (Occupational Education Courses Only)
South Shore Regional Vocational Technical High School
Webster Street

Route 3 to Route 53 north to Route 123 west (Webster Street).

Wakefield (Occupational Education Courses Only)
Northeast Metropolitan Regional Vocational High School
Hemlock Road

Route 128 or Route 1 to Walnut Street; turn onto Water Street; right onto Farm Street; go past high school and left onto Hemlock Road.

Worcester (Occupational Education Courses Only)
Worcester Technical Institute, 251 Belmont Street

Mass. Turnpike to exit 10; I-290 east to exit 17; right off ramp onto Belmont Street; left at third light to school.

Registration Form • Off-Campus and Saturday Courses, Spring 1996

Use this form only when registering by mail or fax.
If you have already registered for spring 1996 off-campus or Saturday courses, do not use this form. Instead, to register for additional courses or to drop a course, you must obtain a Change of Registration form from the Continuing Education Office.

Social Security #: ___ – ___ – ____

Name _____ (Last / First / Middle Initial)

Address _____ (No. & Street)

_____ (City / State / Zip)

Daytime Phone ( ) **Evening Phone** ( )

CE Staff Initials

Postmark Date

Sex ◯ Male ◯ Female **Date of Birth** _____ (Month / Day / Year)

Are you a current UMass Boston student?
◯ Non-Matriculated
◯ Undergraduate Major _____
◯ Graduate Major _____

If you are a student at other college or university
Where? _____

Ethnic Survey Information. Please circle appropriate letter.
A. American Indian/Alaskan Native
B. Black Non-Hispanic
C. Asian or Pacific Islander
D. Hispanic
E. Non-resident Alien
F. White Non-Hispanic
G. Other _____
H. Do not wish to report

Please follow the example below when indicating course selections. Be sure to include six-digit schedule numbers.

Sched. No.	Department and Course Number	Title	Faculty Initials (if necessary)	Site	Credits		Course Fee/ Credit*		Lab Fee (if any)		Total Course and Lab Fee
123456	ART 123	Sample Course	—	Harbor	3	x	130	+	—	=	390

Course Selections

Sched. No.	Department and Course Number	Title	Faculty Initials (if necessary)	Site	Credits		Course Fee/ Credit*		Lab Fee (if any)		Total Course and Lab Fee
						x		+		=	
						x		+		=	
						x		+		=	
						x		+		=	

For Continuing Education Office Use Only

	Spring	C/C/W Code	C/C/W Amt
Ses			
UGrad			
Grad			
Occ			
Cct			
Reg			
Eds			
Late			
Rsvce			
A/H/A			
Total		Total	

This form is the only record of your registration. Please make a copy.

Method of Payment
◯ MasterCard ◯ Check
◯ Discover Card ◯ Waiver
◯ VISA ◯ Other

Send checks (payable to UMass Boston) to:
UMass Boston
Continuing Education, Box C
100 Morrissey Blvd.
Boston, MA 02125-3393
Fax: 617 287-7922

Method of Registration
◯ Mail ◯ FAX
◯ Phone ◯ Walk-in

Full payment must accompany all registrations. Cash payments can be made only at the Bursar's Office (see page 21).

Note: improperly completed forms and/or checks cannot be accepted, and therefore will be returned unprocessed.

MasterCard, VISA, and Discover Card Only

You may pay fees through one of these three credit cards. To do so, please provide the information requested.

____-____-____-____
Account Number

Expiration Date

Student Signature

Cardholder's Name

If a student is eligible for a refund, the refund will be made only as a credit to a MasterCard, VISA, or Discover Card account.

Authorization #

Certified by:

***Course Fees**

Undergraduate	$130.00/credit
Graduate	$145.00/credit

Please calculate payment below.

Course and Lab Fees (total)

Total Service Fees $30.00

Subtotal

Transcript Fee**

Late Fee***

Total Payment Enclosed

**$3; required of non-matriculated students
***$25 if applicable; see "When to Register," page 22.

Questions and Answers

How do I get there?	See Directions to Sites	**23**
How much does it cost?	See Fees and Payments	**21**
What hours is your office open?	See Important Services	**4**
Which courses are offered at the site nearest me?	See Schedule by Location	**12-13**
What do I need to know about registration?	See Registration	**22**
Am I eligible for a course fee waiver?	See Course Fee Waivers	**21**
How soon can I register (or how late)?	See When to Register	**22**
How can I be sure to get the courses I want?	See When to Register	**22**
How do I register by mail? by telephone? by fax?	See How to Register	**22**
If I drop a course, do I get a refund?	See Refund Eligibility and Refund Procedures	**22**
How and where do I get my ID?	See Student ID Cards	**4**
I'm interested in a UMass Boston degree program. What's next?	See "Six ways to Learn More About UMass Boston"	**20**
What if I have other questions?	If you can't find the answers inside, call us at **617 287-7900** or email us at **dce@umbsky.cc.umb.edu**. We'll do our best to help.	

UMass Boston

Publications Office
96.060

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